

The Board of Trustees of Teaneck Public Library

Minutes of the Regular Board Meeting of the Board of Trustees

October 5, 2023

(Note: Due to the COVID-19 pandemic, this was a **hybrid meeting**, conducted in-person and via Zoom.)

Call to Order, Attendance

Call to order at 6:34 PM, with the reading of the latest iteration of Section 5A of the Open Public Meetings Act, indicating that adequate notice of the meeting had been provided by way of an annual meeting schedule posted in the Library and on the Library's website, in *The Bergen Record*, *Teaneck Patch*, *The Jewish Link*, and *The Jewish Standard*, and in the Town Clerk's office.

Trustees Present: Gerald Reiner, President; Benjy Burnat, Vice President; Keisha Carter, Treasurer; Myron Chaitovsky, Secretary; Evalyn Brownstein; Lillian Lewis; Paul Ostrow; Chondra Young, Mayor's Representative.

Also Present: Karen Orgen, Council Member; Sandi Silverberg, President, Friends of the Teaneck Public Library; Shinae Hyun, Library Director.

Absent: Dr. Andre Spencer, Superintendent.

Minutes

Upon motion by Benjy Burnat (Gerald Reiner, second) the minutes of the Board's September 7, 2023 meeting were accepted without objection. (Keisha Carter abstained.)

Friends Report

Sandi Silverberg, FTPL President, outlined some of the events planned for the coming month. She also shared with us her letter to the Director, indicating that the Friends hope to contribute approximately \$50,000 to the Library this coming year, subject to their fundraising efforts - the largest contribution they have ever made.

This gift is intended to fund programs and services not covered by the Library's own operating budget, and thus could not be offered absent such outside funding. Anticipated is approximately:

- \$8,000 for Friends' Fridays;
- \$6,000 for Museum Passes;
- \$2,500 for ESL programming;
- \$2,000 for Super Reader lawn signs;
- \$1,500 towards the Teen Volunteer Program; and
- \$900 for (Swank) movie licensing.

Approved by the Board of Trustees on November 2, 2023

In addition, the *Friends* hope to meet a matching fund challenge grant for a total of \$20,000, such monies earmarked for specific enhancements in conjunction with the planned renovation of the Library.

President Gerald Reiner expressed the sentiment of the Board in thanking the FTPL for its past and anticipated future funding for various programs and offerings which impact so many of our patrons.

Treasurer's Report

Keisha Carter (Treasurer) reported Library spending is at the 75% mark of our budget year. Upon motion by Myron Chaitovsky (Paul Ostrow, second), the Treasurer's Report was accepted without objection.

Director's Report

Director Shinae Hyun reporting:

1. Based on PEJIF safety recommendations for the Township and Library, several corrective measures were taken including: repositioning fire extinguisher signs; posting 'not an exit' signs at strategic locations; and the removing leaves outside the boiler room. An ongoing ant problem in our staff lounge, kitchenette, and administrative offices, was resolved by Viking.
2. DPW sent an electrician to upgrade bathroom outlets, while a Township plumber resealed and recentered the staff bathroom toilet and performed minor repair in the public men's room. Cintas inspected and revalidated our fire extinguishers. Several CO2 detectors were replaced throughout the building. An environmental agency confirmed that a lower level wall is negative for lead and asbestos, which means that maintenance can proceed with patching and painting there.
3. The Library hosted programs with the Township's inaugural Poet Laureate, Scott Pleasants: 43 people attended a *Meet and Greet* program on September 7 introducing him and his works; several days later, he led a *Poetry Workshop For Kids*, giving children an opportunity to meet with him and to learn about poetry.
4. In marking Hispanic Heritage Month, the Library has a special book display and two planned programs, *Loteria!* (a Mexican bingo game) aimed at children, and *Latin Dancing*, for all ages.
5. Regular programming - *Computer Classes*, *Book Discussions*, *Tech Help*, *Writing Club*, *Online Meditation* - are all going well. Two special programs, *Pottery* and *Watercolor Color Brush Pens*, filled very quickly. We hope to offer additional slots during our winter options.
6. Our ESL program is popular and given that we have 20 students on our waiting list, we are in need of additional tutors.
7. *Fall Fest* is scheduled for Sunday, October 22 and the Youth Services department is finalizing the planned events. Over 300 attendees are expected.
8. Youth Services offered a *Home School Meet-Up* in mid-September to 31 attendees. Families learned about Library resources and children participated in various activities. These *Meet-Ups* will be offered on a regular basis.
9. Youth Services also attended back to school nights at Benjamin Franklin and Thomas Jefferson, distributing flyers, and discussing Library programs, while also enabling students to sign up for Library cards. A Special Ed class from Teaneck High School visited the Library accompanied by their teacher. Each student completed a Library card application in advance of their visit and they were then able to choose and borrow books.
10. On September 8, a drop-in craft for Grandparents Day was offered. Several days later, our *Teen Volunteer Orientation* saw a new group of teens and the Teen Advisory Board met on September 13. Teens worked on creating a *Banned Book Week* display, including custom buttons for giveaways and brainstormed different display ideas. This was seen as a great way to get teens thinking about censorship issues and why some books are challenged or banned.
11. Library staff is currently working on the *Winter Newsletter*.
12. The Director, accompanied by the architect, presented the Library Renovation Plan to the Mayor and the Township Council on September 19.

13. Regrettably, there have been increasing incidents involving the homeless at the Library requiring us to contact Teaneck police. Totally unrelated to the above, Staff underwent *Active Shooter Training* with the Teaneck police in mid-September.
14. Job postings are imminent in light of two recent retirements and resignations.

Update from the Superintendent of Schools

In the (understandable) absence of Dr. Andre Spencer, there was no update.

New Business

The Board was advised that an 8-month CD would soon mature. Upon motion by Benjy Burnat (Paul Ostrow, second), it was agreed to renew this CD for an additional 8 months at the latest prevailing rate.

The Board also reviewed a Approved by the Board of Trustees on November 2, 2023 of the FY24 Budget (#23-63), as prepared by the Director. The Director noted that some items were recategorized so that some lines may look substantially higher than in the previous year. Overall, this budget anticipates a 3.17% increase over last year's projected budget.

Upon motion by Chondra Young (Benji Burnat, second), the Board accepted this budget Approved by the Board of Trustees on November 2, 2023. Evalyn Brownstein abstained.

Old Business

Upon motion by Benjy Burnat (Chondra Young, second), the revised 2024 Holiday/Closing Schedule (Resolution #23-10) was accepted.

The RSC Architects proposal of 8/29/23 (#23-64) was reviewed and discussed. It was noted that the proposed fee of \$120,000 is approximately 10% of this total budget and in line with industry norms. The President noted that the Library has approximately \$190,000 in unrestricted funding to cover said fee, while leaving us with a reasonable balance. Therefore, there is no need to ask the Township for additional money to cover this expense.

Upon motion by Myron Chaitovsky (Lillian Lewis, second), it was agreed that (a) we would have our attorney review this proposal; (b) that we would get the lump sum fee outlined on page 4 (Summary Fee Schedule) prorated based on progress; and (c) that in any case, this proposal would be revisited in the event of either non-appropriation or reduced allocation by the Township.

Good and Welfare

Senior Library Assistant Ofelia Newball will retire effective December 1, after over 27 years of service. We are excited for her new adventures in this next phase of her life. Neti Bauta, Part-Time Library Assistant in the Youth Services Department, has resigned. We welcome Premilla Hobbs, a new Page in the Patron Services Department.

Adjournment

Motion to adjourn by Paul Ostrow (Lillian Lewis, second) passed without objection at 7:37 PM.

Myron Chaitovsky, Secretary
Prepared by Deborah Young