

The Board of Trustees of Teaneck Public Library

Minutes of the Regular Board Meeting of the Board of Trustees

December 6, 2023

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

Call to Order, Attendance

Call to order at 6:32 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; Evalyn Brownstein; Lillian Lewis; Paul Ostrow.

Also Present: Lynn Kloss, Friends of the Teaneck Public Library; Shinae Hyun, Library Director.

Absent: Myron Chaitovsky, Secretary; Chondra Young, Mayor's Representative; Dr. Andre Spencer, Superintendent; Karen Orgen, Council Member.

Minutes

Upon motion by Paul Ostrow (Benjy Burnat, second), the minutes of the Board's November 2, 2023 meeting were accepted without objection.

Friends Report

Lynn Kloss of the Friends reported the Friends sponsored Kids Flick One, as part of the Teaneck International Film Festival, on November 5, which had 72 attendees. The Challenge Grant, which ends December 15, is in a very good position - very close.

Treasurer's Report

It was discussed that certain categories may go over (ie. salaries at 96%), while others (ie. OT) is "way under," which the Township may (resolve by doing) inter-budgetary transfers. Also, adult audiobooks are slightly over, but e-content is slightly under, which the Director explained that the Library is trying to watch spending.

Upon motion by Paul Ostrow (Lillian Lewis, second), the Treasurer's Report was accepted without objection.

Director's Report

Director Shinae Hyun reporting:

1. On November 5, the Library and the Friends hosted the Teaneck International Film Festival, which was dedicated to Bob McGrath, and his daughter came. Many families participated. That same day was the Family Fall Foliage Walk and the weather was beautiful for the 44 participants.
2. The Library had Cool Cooking Tricks with Michelin-starred chef Youngsun Lee, who showed chopping and cooking techniques while making kabocha soup. Everyone had a great time and wanted to know when the next one will be.
3. The Navigating Google Applications computer class was very well received.
4. The Cookbook Club met on November 13 and everyone had a great time.
5. 23 teens voted on and are planning the Taylor Swift Birthday Party program on December 12.
6. The next Movie and Pizza picked by the kids is Home Alone, scheduled during the last week when school is out, on December 27.
7. This Sunday, there will be a special event - the first local Author Expo. There are 14 authors signed up. The introduction will be from 2-3 PM, and the public can purchase books from 3-4 PM.
8. The AI program on December 5 was well attended.
9. The winter newsletter has come out. Administrative Assistant Deborah Young worked really hard to put this together. It is packed with a lot of programs, which interested many patrons and made it highly competitive.
10. The Age-Friendly Teaneck Housing Forum on November 28 was packed. The next one will be on December 8.
11. The budget hearing on November 7 went well.
12. The bulletin boards by the elevator have been cleaned out; one has dedicated space for Friends and Library events, while the other one is for non-profit community events.
13. The door stoppers in the public men's room were broken and Head of Maintenance Chris McLoughlin was able to repair them.
14. There was a new FT Library Assistant who started on December 1. A PT Library Assistant position is advertised to fill schedule gaps. Children's Librarian Substitute Sunkyoung Roh resigned November 26; her husband relocated to Seattle.
15. The Director attended: BCCLS' New Directors Orientation and presented on Budget and Strategic Planning. This year, the Director is on the Election, LAMPS, and Scholarship Committees. Next year, she will be on the Administrative, Strategic Planning, and Election Committees.
16. On December 11, the Director will meet with Selene Lewis-Wong to discuss a Kwanza program.
17. 2023 was a very strong year, Event photos had giant smiles and joy. It is great that the Library is meeting demands, and sad that there are waiting lists for programs... But that means that everyone is enjoying the programs so much.

New Business

Upon motion by Benjy Burnat (Paul Ostrow, second), the Board voted to support the Director's recommendation to renew the CD (10-month CD of \$30,000, expiring 1/16/24) for 8-months at 4.8%, since we have upcoming renovations.

Upon motion by Benjy Burnat (Evalyn Brownstein, second), the Board voted to support the idea of "super majority" rules the Board President's term limit, if it so chooses, by $\frac{2}{3}$ majority vote. Thus, By-Laws Section 3.1 "The term of the President is 2 years" will be followed by the addition of Section 3.2 that states "Section 3.1 can be overwritten with a two-thirds Board majority vote."

Old Business

Regarding Library Renovations, there is nothing for approval. There was a meeting with RSC Architects in November to decide how to move forward. There was a 3D scan, which found the actual size of some areas to be smaller than allocated in the drawings. The Library is on track to finish designs by the

Approved by the Library Board of Trustees on January 4, 2024

end of the year, with preliminary planning for finishes, colors, and furniture soon thereafter. It was pointed out that furniture should be “tried out;” for instance, chairs should be sat on to ensure comfort since a considerable amount of money will be spent. Construction bids should go out in the spring, with construction starting in May.

The Director will request a meeting with the Town Manager to find alternative space of 9-12 months (while the Library is under renovation), as some libraries undergoing similar renovations had store fronts (ie. Cresskill). The rental cost will need to be factored into the budget. However, since the full year’s worth of office and janitorial supplies, maintenance, etc. will not be expensed, there would be money “saved,” which can be used for the rent. Another idea is that we could reach out to a neighboring library to be a “hosting” library for our patrons, but that this is a burden on the other libraries, as Teaneck is a high volume library.

Good and Welfare

A trustee pointed out that her recent experience with the Library staff has been a very positive one. She was very grateful that there were multiple staff from different departments so determined to help resolve the computer problem.

Closed Session

Upon motion by Gerald Reiner (Benjy Burnat, second), the Board left the meeting to conduct a closed session at 7:06 PM. When the regular meeting resumed at 7:13 PM, Benjy Burnat (Paul Ostrow, second) made a motion to ratify what was discussed, which the Director will then execute. Also, upon motion by Benjy Burnat (Evalyn Brownstein, second), the Board voted unanimously to accept the Director’s new hire of Breda McGarry as FT Library Assistant (Resolution LB-23-11).

Adjournment

After wishing everyone happy holidays and a happy new year, motion to adjourn by Paul Ostrow (Benjy Burnat, second) passed without objection at 7:20 PM.

Prepared by Deborah Young