

Haworth Library Board Trustees Meeting – Monday, February 12, 2024

IN ATTENDANCE: Betsy Usami, Chris Stratton, Dawn Hoyng, Deepti Dutta, Jennifer Eisberg, Jody Rozenblit, Michelle Dilorgi, Regina Eftychiou and Sharon Jureller

ABSENT: Edmond Ezra

LATE:

PUBLIC: Open to the public for comment; close to the public as there is no public present

CALL TO ORDER: 7:05 pm by Sharon Jureller

Meeting conducted at Haworth Municipal Library and via Zoom (hybrid)

SUNSHINE LAWS READ - Adequate notice of this meeting was given according to the Open Meetings Act aka Sunshine Laws.

PUBLIC COMMENTS:

APPROVAL OF MINUTES:

Approval of the minutes from regular meeting 1/8/2024. Motion made by Dawn Hoyng and seconded by Chris Stratton. Motion passed unanimously by voice vote.

TREASURER’S REPORT:

Haworth Municipal Library

Financial Report – February 12th 2024

Cash Balances

Cash Balances at the end of January 2024 were:

Checking Account	53,538.45
Discretionary Account	6,387.39
Capital Account	3,943.89
	63,869.73

Balances stated before checks below.

January 2024 checks to approve

Payee	Check #	Amount	
Verizon	3258	163.67	Signed
PSE&G	3259	1,435.13	Signed
Advanced Security Systems	3260	177.00	
All County Maintenance	3261	600.00	
Amazon Capital Services	3262	724.93	
Baker and Taylor	3263	2,419.58	
BCCLS	3264	6,967.55	
CCP	3265	105.15	
Demco	3266	100.62	
Kanopy, Inc.	3267	122.00	
Marlin Leasing Corp	3268	198.05	
Midwest Tape	3269	86.50	
New Jersey Library Trustee Association	3270	20.00	
OverDrive, Inc	3271	348.67	
Petty Cash	3272	147.73	
T-Mobile	3273	62.54	
Verizon	3274	163.67	
TOTAL		13,842.79	

- Cash situation is healthy.
- Spending is usual.
- Slightly inflated because of the BCCLS check for the first quarter.

A motion to approve the Checks# 3258- 3274 in the amount of \$ 13,842.79 was made by Dawn Hoyng and seconded by Betsy Usami. Motion passed unanimously by voice vote.

DIRECTOR'S REPORT:

Director's Report February 2024 Meeting

House Keeping:

- **Meetings Dates:** A public notice for the meeting dates for the Board of Trustees of Haworth Municipal Library, for the year 2024 was published in Star Ledger on 01/12/24 with the Borough of Haworth's Mayor and Council's meetings. The notice will appear on NJ.com under Legal Notices for 30 days and on New Jersey Press Association's website <https://www.njpublicnotices.com> in perpetuity.
- **Bergen County Grant received:** The grant increased to \$3,225.80. For the past two years Haworth Library had received \$2822.58.
- **1099-NEC:** 1099 tax forms for Non-Employee Compensation – the Tai Chi teacher (Hasmig Mekjian) and the auditor (Lerch, Vinci & Bliss) were filed.

- **Attic Stock for Children’s Room:** 10 yards of carpet squares were purchased as backup for \$650. Some sample tiles were also requested from the manufacturer.
- **Library Displays:** African American authors are showcased for the adults for Black History Month. In the children’s area, books on Groundhog Day, Valentine’s Day, Lunar New Year, Engineers Week and Black History Month are displayed. To encourage kids to read, Vanessa has started interactive displays. Kids receive a ticket to participate when they checkout a book. Last month they had to guess the number of snowflakes in the jar. Almost 60 tickets were collected. This month they are working on a Valentine’s Day message. Every week they will get a new clue to solve the message. Display in the YA room focuses on the new movie – Mean Girls.
- **State Aid Report:** I have started to work on the State Aid Report. The Per Capita State Aid program is a public library grant program administered by the State Library to request state support for public libraries. In 2023, Haworth Library received \$1840.00.

Friends of Haworth Library

The Friends of Haworth Library contributed more than \$14,000 in the year 2023. In addition to sponsoring Museum Passes, Tai Chi, Movie License, Summer Reading Program, Scarecrow Event and Winter Concert, they also provided funds for the carpet and early literacy computer in the children’s room. Maintenance of the children’s garden, summer and fall flowers, spot cleaning the carpet and servicing of the water fountain were also paid for by the Friends.

Friends of the library meeting was held on January 10th and February 7th. Following programs are being planned

- Thursday, February 29th 2024, Friends Fundraiser - Chocolate and Bubbles
- Saturday, April 27th 2024, Town wide Garage Sale
- Sunday, May 5th, 2024, House tours of concrete houses.

Youth Services

Vanessa will collaborate with the Demarest Librarian on programs for kids. Her programs are very popular and well attended.

- **Upcoming Youth Programs** ([Events Calendar](#))
[Hygge](#), a family evening of fun and relaxation will be hosted on Wednesday, February 21st at 6:30 pm. There will be crafts, games, puzzles, Zen station, cocoa and treats.
- **STEAM Program** Vanessa has collaborated with a local resident and environmental engineer to host programs for the youth.

Following programs were hosted for the youth in January

Program	Family Attendance	Program	Family Attendance
StoryTime and Craft (1/4, 1/11, 1/25)	20, 24, 27	Cooking with Shoprite (1/18)	23

Little Explorers (1/16, 1/23, 1/30)	9, 25, 18	Music with Ms. Wendy (1/13)	27
Little Wonders (1/10, 1/24, 1/31)	28, 32, 33	Interactive Display - Snowflakes	60

Adult Programs

Upcoming Adult Programs ([Events Calendar](#))

- [Understanding and Embracing AI](#) – Local high school junior will give a presentation on Artificial Intelligence on Saturday, February 24. He has written papers and built an AI powered chatbot for a retail company in India.
- [Belly Dance Class](#) – Local resident who has learned the dance since 1993 will teach teens, adults and seniors to dance on Thursdays at 11 am.

Programs offered for adults during the month of January were as follows

Program	Attendance	Program	Attendance
Tai Chi (1/8, 1/22, 1/29)	14, 15, 11	ESL (1/8, 1/22, 1/29)	4, 4, 5
Dance for fun (1/8, 1/22, 1/29)	6, 4, 5	Movie Matinee (1/5, 1/12, 1/19, 1/26)	1, 0, 10, 3
Adult Book Club (1/10)	11	Exhibition Reception (1/17)	15

Non Library Programs

Meetings for Women’s Club, Tennis Committee, Cub Scouts, Recreation Commission, Environmental Commission and Music with Ms. Wendy continue to be hosted at the library.

Professional Meetings / Trainings in January

- BCCLS Policies and Procedures Committee Meeting (1/4)
- Current cyber threats and best practices (1/10)
- Polaris Upgrade 7.5 Training (1/23, 1/24)
- Overdrive Advantage Plus User Meeting (1/26)

Trustee Education:

Please see the following [2024 Annual Trustee Letter](#)

Dear Library Trustee,

Thank you for your service, time, dedication, and commitment to your library. Libraries continue to evolve, and are used now more than ever as information portals, educational institutions, and modern-day community centers.

As you know, you have an extremely important role to play in the success and long-term growth of your library. Whether you are a brand-new trustee, or have served on the board for many years, establishing expertise in your responsibilities as a trustee will make your job as a library steward much more effective. Therefore, the New Jersey State Library is sending you this annual letter to remind you of the responsibilities of the position to which you have been appointed, and to provide you with guidance on library law issues, and resources for continuing education.

Please refer to our Trustee Manual to help answer most of your questions. You can access it on the NJSL's website at: https://www.njstatelib.org/services_for_libraries/consulting_services/library_trustees/. You will also find links on this page to a wealth of continuing education opportunities, including instructions to access United for Libraries (ALA) Trustee Academy training webinars.

A few important annual reminders:

Library Trustees are an autonomous board:

The library board of trustees is an independent board, and as such, is not a part of the municipality. Library funding must be released by law to the library board by the municipality in no less than quarterly payments annually. Only library trustees determine how to spend library funds. The municipality has no say in how the library spends its funding, may not withhold funds from the library, and may not dictate whom the library may hire. See NJSA 40:54-12

[\(https://www.njstatelib.org/services_for_libraries/resources/library_law/page09-2/\)](https://www.njstatelib.org/services_for_libraries/resources/library_law/page09-2/).

Return of Library Excess Funding Law N.J.S.A. 40:54-15

This law requires the transfer of municipal free public library unrestricted surplus amounts above 20% of the operating expenses in the most recent available audit to municipality for its general purposes, which may include property tax relief. The NJ State Librarian must approve all applications to return funds, and the municipality may not accept any returned library funding without an appropriate and approved application from NJSL. The packet for the proposed Return of Funds must be completed every year and is found on this page:

https://www.njstatelib.org/services_for_libraries/resources/library_law/

You may NOT charge room rental fees at your library

As an entity, which is created by statute, free public libraries, only have that authority which is granted to them by the legislature. The statute does not authorize libraries to rent out their community rooms or other portions of their facilities. However, the statute does allow libraries to receive and manage donations. Therefore, in allowing groups to use your community room, you are

free to include on your forms a suggested donation for use of the facility. ***Registrants may not be denied a meeting room reservation due to unwillingness to make the suggested donation.***

Additionally, the New Jersey State Library along with the New Jersey Library Trustee Association hold monthly webinars where trustees may ask any question regarding library law, and raise any issues or concerns. Please look for registration information from NJLTA: <https://www.njlibrarytrustees.org/>

The above are just a few of the most misunderstood statues in library law. When you do need additional information – you are never alone. For answers, guidance, tools and resources, you can reach out to your library director or to us here at the New Jersey State Library. We help keep trustees informed about library law, innovative library programs, continuing education opportunities, and library legislation.

We wish you all the best as you begin or continue your important service to the library and to your community.

Michele P. Stricker

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Respectfully submitted,
Deepti Dutta

MAYOR’S REPORT/COUNCIL REPORT:

Nothing new to report

OLD BUSINESS:

None

NEW BUSINESS:

1) **Friends Fundraiser – Chocolate and Bubbles**

Friends of the Haworth Library are planning a fundraiser – Chocolate and Bubbles on Thursday, February 29, 2024 from 7 pm – 9 pm. They have submitted an application to request for a permit to serve alcohol on the premises. The library will be closed to public and no one under the age of 21 will be permitted. They have requested the approval of the Library Board of Trustees to host the fundraiser at the library.

A motion to approve the hosting of Friends Fundraiser and serve alcoholic beverages was made by Jennifer Eisberg and seconded by Chris Stratton.

2) **Personnel (Closed Session)**

Deepti Dutta was asked to leave.

Motion to go into closed session at 7:15 pm was moved by Betsy Usami and seconded by Dawn Hoyng. Motion passed unanimously by voice vote.

Motion to come out of closed session at 7:23 pm was made by Betsy Usami and seconded by Jennifer Eisberg. Motion passed unanimously by voice vote.

Motion to approve the proposed staff salary increase was made by Chris Stratton and seconded by Dawn Hoyng. Motion passed unanimously by voice vote.

Motion to approve the increase in the director's salary was made by Jennifer Eisberg and seconded by Chris Stratton.

MOTION TO ADJOURN

A motion to adjourn was made at 7:25 pm by Betsy Usami and seconded by Jennifer Eisberg. Motion approved unanimously.

NEXT MEETING:

March 11th, 2024 at 7:00 pm at Haworth Library and via Zoom (Hybrid)

Thank you.

Respectfully submitted,
Regina Eftychiou.