

**Haworth Library Board Trustees Meeting – Monday, May 13, 2024**

IN ATTENDANCE: Betsy Usami, Chris Stratton, Dawn Hoyng, Deepti Dutta, Edmond Ezra, Jody Rozenblit, Council woman Michelle Dilorgi, Regina Eftychiou and Sharon Jureller

ABSENT: Jennifer Eisberg

Meeting conducted at Haworth Library and via Zoom (hybrid)

CALL TO ORDER: 7:03 pm by Sharon Jureller

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

PUBLIC: Open to the public for comment.

PUBLIC COMMENTS: Closed at 7:04 pm for comment as there is no public present.

APPROVAL OF MINUTES: Approval of the minutes from regular meeting 04/08/2024. Motion made by Betsy and seconded by Dawn Hoyng. Motion passed unanimously by voice vote.

TREASURER’S REPORT:

**Haworth Municipal Library  
Financial Report – May 13<sup>th</sup> 2024  
Cash Balances**

Cash Balances at the end of April 2024 were:

Checking Account	51,254.77
Discretionary Account	6,836.86
Capital Account	3,992.17
	<b>62,083.80</b>

Balances stated before checks below.

## April 2024 checks to approve

Check #	Payee	Amount	
3309	PSE&G (Mar 2024)	930.75	Signed
3310	All County Maintenance	650	
3311	Amazon Capital Services	469.89	
3312	Advanced Security System	548	
3313	Baker and Taylor	1856.3	
3314	Petty Cash	62.72	
3315	Demco	122.78	
3316	Kanopy, Inc.	127	
3317	Marlin Leasing Corp	198.05	
3318	Midwest Tape	72.44	
3319	OverDrive, Inc	550.69	
3320	Staples	163.98	
3321	T-Mobile (May 2024)	62.54	
3322	Verizon (May 2024)	162.92	
<b>TOTAL</b>		<b>5,978.06</b>	

Quickbooks online subscription renewed for one year (Apr 12, 2024 – May 12, 2025) at \$30/ month paid directly from checking account for a total of \$360.00

- Cash balances look good.
- Thanks to the Borough for timely payments.
- Expenses are on budget.
- Received another invoice. Adding Check# 3323 for an amount of \$150.00 for Anjali Mani for hosting the program Therapeutic Benefits of Journaling.

A motion to approve the checks# 3309 - 3323 in the amount of \$6128.06 was made by Regina Eftychiou and seconded by Chris Stratton. Motion passed unanimously by voice vote.

### DIRECTOR'S REPORT:

#### Director's Report May 2024 Meeting

#### House Keeping

- **Staff Meeting:** On behalf of the staff, thank you to Mr. Edmond Ezra and the Library Board of Trustees for a delicious breakfast at the staff meeting held on April 19<sup>th</sup>, 2024. Mason jar flower bouquets made by Mrs. Regina Eftychiou were appreciated by everyone. Library policies and procedures were discussed.
- **Staff Training:** Dean attended an in person training class at the BCCLS office on ILS and Basic Circulation, in addition to watching training webinars posted by BCCLS. Vanessa and Dean will also attend Basic Cataloging training at the BCCLS office this month.

- **Smoke detector replaced:** Smoke detector #16 in the fiction section was not being recognized by the fire alarm control panel and had to be replaced.
- **Panic Alarm System:** There was communication failure for the panic alarm system. The cellular communicator needs to be replaced. Received an estimate from J&B Lock and Alarm of \$525.
- **Roof Maintenance:** The roof and gutters were professionally cleaned for spring.
- **Library Book Displays:** For the month of May, Suzanne has created a display for Jewish Heritage Month and will also highlight books on Mental Health. Children’s room showcases books for Mother’s Day.
- **Statistics:** The circulation of print and digital materials has been steady.

<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
Circulation - Adult Print	924	882	841	962
Circulation - Adult Media	545	440	459	541
Circulation - Juvenile Print	1570	1491	1504	1560
Circulation - Juvenile Media	44	38	41	41
Circulation - Young Adult Print	99	85	111	93
Circulation - Young Adult Media	0	0	0	0
Periodicals	22	47	45	34
Downloadable eaudio	284	253	272	274
Downloadable ebook	456	338	399	417
Downloadable emag	151	98	132	63
Downloadable Videos	53	55	31	17
Downlodable Music	2	0	1	0
<b>TOTAL</b>	<b>4150</b>	<b>3727</b>	<b>3836</b>	<b>4002</b>
Overdrive eAudio	262	234	249	252
Overdrive eBook	448	329	382	408
Hoopla eAudio	22	19	23	22
Hoopla eBook	8	9	17	9
Hoopla Videos TV+Movie	10	20	8	2
Hoopla Music	2	0	1	0
Kanopy videos	43	35	23	51

**Community**

- **Haworth Coffeehouse:** Haworth Arts Committee hosted an Open Mic evening in the Library Community Room on Saturday, May 4<sup>th</sup>, 2024. Almost 90 adults and children were in attendance.

## Friends of Haworth Library

- **Garage Sale:** More than 80 households signed up for the Townwide Garage Sale on April 27<sup>th</sup>, 2024.
- **Concrete House Tour:** Historical Tour of the six concrete houses in Haworth and the all-metal Lustron house in Closter will be hosted by the Friends of Haworth Library on Sunday, June 2<sup>nd</sup>, 2024 from 1pm – 5pm. The tickets are \$30 payable by cash, check, PayPal or Venmo.
- **Book Sale:** The Friends of the Library are also planning to organize a children's book sale in August.
- **Summer Reading Prizes and Events:** In the meeting held on May 8<sup>th</sup>, 2024, the Friends of Haworth Library voted to pay for the upcoming summer reading prizes, events and supplies.

## Youth Services

A lot of fun events were planned for the month of April.

- **Display:** Books on the themes of Library, Birds, Passover, Earth Day, Ramadan, Easter and Spring were displayed in the children's room. Two interactive displays asked children to find out the event that resulted in the planting of pine trees in Haworth. And guess the number of flowers and butterflies in a jar.
- **Solar Eclipse Programs:** Families and patrons gathered outside the library to view the eclipse followed by Solar Eclipse party inside the library with four different craft stations. The families also enjoyed a story and craft followed by a scavenger hunt.
- **Appletree Preschool Visit:** Vanessa visited four classrooms for National Library Week and read to children 18 months to 5 years of age.
- **Family Event:** Eight families participated in the Therapeutic Pottery program and created a dog trinket dish.
- **Middle School Visit:** A book group from Haworth Public School enjoyed a picnic lunch on the patio before visiting the YA room to discuss and check out books.
- **Arbor Day Art Show:** Vanessa collaborated with Shade Tree Commission to organize an Arbor Day Art Show in the children's room. Treats for the reception and hooks to display the art work were donated by the Shade Tree Commission. Work of 15 young artists is displayed on the windows and shelves until mid-May.

- **Summer Reading:** Vanessa has also started to prepare for the Summer Reading. This year's theme is '*Adventure Begins at Your Library*'. The kick-off event is scheduled for Thursday, June 20<sup>th</sup> with a DJ program from 'Bach to Rock'.
- **Upcoming Youth Programs** ([Events Calendar](#))

Following programs were hosted for the youth in April

Program	Family Attendance	Program	Family Attendance
StoryTime & Craft (4/4, 4/11, 4/25)	33, 24, 33	Solar Eclipse Program (4/8)	38
Little Explorers (4/16, 4/23, 4/30)	17, 23, 17	Book Group School Visit (4/9)	16
Little Wonders (4/3, 4/10, 4/17)	46, 39, 31	Therapeutic Pottery (4/17)	20
Cooking with Shoprite (4/18)	21	Arbor Day Art Show (4/26)	21
Appletree Preschool Visit (4/11)	51	Interactive Displays (Arbor day, Flowers & Butterflies)	4, 37

### Adult Programs

- **Upcoming Adult Programs** ([Events Calendar](#))
  - [The Therapeutic Benefits of Journaling](#)
  - June [Adult Book Club](#) (Title: The Last Masterpiece by Laura Morelli)
  - [Yin Yoga Class](#) with Jillian

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

Program	Attendance	Program	Attendance
Tai Chi (4/1, 4/8, 4/15, 4/22, 4/29)	7 - 10	ESL (4/1, 4/22, 4/29)	3
Dance for fun (4/1, 4/8)	5, 6	Movie Matinee (4/5, 4/12, 4/19, 4/26)	2 - 3
Adult Book Club (4/10)	9	Belly Dance (4/4, 4/11, 4/18, 4/25)	0 - 6
Intro to Astrology (4/18)	2	Author Visit – Michael Miller (4/13)	10
Yin Yoga (4/19, 4/26)	6		

### **Non Library Programs**

Music with Ms. Wendy and meetings for the Woman's Club of Haworth, Recreation Commission, and Tennis Committee were held at the library.

### **Professional Meetings / Trainings in March**

- BCCLS Policies and Procedures Committee Meeting (4/4)
- Library Administration, Management & Personnel Committee (LAMP) Circle (4/24)
- BCCLS Executive Board Meeting (4/25)

### **Trustee Education:**

A recording for May 2024 Director and Trustee Q&A Check-in can be found on the NJStateLibrary YouTube Channel at the following link

<https://www.youtube.com/watch?v=1YaMFpUSmnl&list=PLfajGieVHxO1Ri-rOt9wdJkuHWMUBx4BJ&index=44>

Respectfully submitted,  
Deepti Dutta

- The Friends are looking for 40-50 volunteers for their upcoming fundraiser – The Tour of Historical Concrete Houses of Haworth, on Sunday June 2<sup>nd</sup>, 2024 from 1 – 5 pm. First shift is from 1-3pm and the second is 3-5pm.

### **MAYOR'S REPORT/COUNCIL REPORT:**

- Fair Housing obligation presentation was well attended. Public was advised about the new legislation and timeline. Will use the library to disseminate information.
- Borough is now accepting bids regarding the improvements at the swim club.
- Borough ordinance regarding maintenance of trees and storm water.
- Borough is soliciting for a new Borough Clerk/Administrator.
- Soliciting bids for paving on Lake Shore Drive. Should be on agenda for upcoming council meeting.
- No plans of paving of Massachusetts Ave at this time, more information when the site is developed.

### **OLD BUSINESS:**

None

NEW BUSINESS:

**1. Direct payment for Quickbooks online subscription:**

Quickbooks online subscription has to be renewed for one year, April 12<sup>th</sup>, 2024 – May 12<sup>th</sup>, 2025 at \$30/ month and is paid directly from the checking account.

Motion to approve the expense of \$360 for renewal of Quickbooks and its direct payment from the library checking account was made by Edmond Ezra and seconded by Dawn Hoyng. Motion was unanimously approved by voice vote.

**2. Trustee education:**

In order to receive State Aid, library board members have to attend mandatory training of seven hours per year. The board members were requested to watch Trustee Education video recordings from the New Jersey State Library website.

MOTION TO ADJOURN:

A motion to adjourn was made at 7:18 pm by Dawn Hoyng and seconded by Edmond Ezra.

Motion approved unanimously.

NEXT MEETING

June 10<sup>th</sup>, 2024 at 7:00 pm at Haworth Library and via Zoom (Hybrid)

Thank you.

Respectfully submitted,  
Jody Rozenblit