

ROCKAWAY BOROUGH FREE PUBLIC LIBRARY

Final Minutes

March 17, 2021

CALL TO ORDER: 7:05 pm.

NOTICE OF ANNOUNCEMENT:

NOTICE OF EMERGENCY EXITS: N/A

ATTENDANCE: MaryBeth Ramsay, Hank Wagner, Melissa Okerblom, Linda Kanpaux, Jean Swanick, Phyliss Alpaugh, Rosely Caliendo and Richard Gorges

ABSENT: Melissa Burnside

PUBLIC PORTION OF MEETING: None

MINUTES (Review/Approval) or prior: A motion was made by MaryBeth Ramsay to approve the minutes from the meeting of February 17, 2021 and was seconded by Phyliss Alpaugh

TREASURER'S REPORT: Number of checks signed: 11 from Operating Expense account and 5 from State Aid account. A motion was made for provisional approval of the Treasurer's Report by Linda Kanapaux and seconded by Jean Swanick pending review of the reconciliations by Hank Wagner; this is in part due to the banking transition still in process.

DIRECTOR'S REPORT: Circulation numbers were slightly lower this month, however Facebook and virtual programs/uploads attendance was almost double. This could possibly be due to the stormy weather. A "Lucky Bag of Books" sale will be held in March. A range of Virtual programs are planned for March and April including health topics and NPS Ranger talk on the Paterson Falls. Youth Services area continues to have good participation with their weekly crafts and activities. The library staff met to discuss and plan new programs, databases and ways to improve the registration process. The draft 2021 Budget was sent to the Trustees for review. In the area of maintenance, quotes were received replacing carpet in the Childrens' Room and the contract for landscaping was received.

Melissa informed the group that the NJ State Library is awarding CARES Acts mini-grants that are to be used to improve access to technology in public libraries. She will apply for funds for possible purchase of some new equipment. The Friends of the Library have been discussing fundraising ideas; possibly an outdoor book sale on a Saturday in May, details upcoming. Volunteers will be needed for set up to help move tables and items. Speaking of community, Melissa and staff met with Recreation to brainstorm ideas in which to engage school age students and seniors with the library and its activities/services. The first graders at Lincoln school will have a virtual library visit in the spring. A request was submitted and

to the town and approved, for a stop at the library be added to the senior bus route. The Woman's Club of Denville/Rockaway will be partnering with the library for other upcoming activities as well.

COMMUNICATIONS: Nothing at this time.

POLICIES AND PROCEDURES: The Reopen Building to Public Plan was reviewed regarding timeline to resume use of the stairwell between the levels, copier use with exact change by patrons, and use of magazine room.

NEW BUSINESS: The 2021 MAIN membership agreement was reviewed and signed by Trustees.

UNFINISHED BUSINESS: The 2021 Library Budget proposal was reviewed and a motion to accept the proposed budget was made by Hank Wagner and seconded by Phyliss Alpaugh.

ADJOURNMENT: 7:58 pm.

Respectfully submitted,

Jean Swanick
Secretary