MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
July 17, 2023
(Franklin Lakes Public Library)

Present: Kahwaty, Kampschmidt, Leone, Luciano, Maceri, McCarthy, Strauss, Swist, Vartabedian

Absent: Penna

By Invitation: Cardenas, Fink, Palmer, Parete

I. Call to Order

President Leone called the meeting to order at 6:00 P.M.

II. President’s Announcement Regarding Open Meeting Act

President Leone read an announcement stating that, in accordance with the Open Public Meetings Act, adequate notice of the meeting has been given to the Suburban News, The Record and has been posted on the Library bulletin board and filed with the Franklin Lakes Municipal Clerk. Electronic notice of this meeting has been provided by posting notice on the Library’s website, www.franklinlakeslibrary.org. All information pertaining to the meeting, including how the public may participate and submit public comments, has been made available on the Library’s website. This meeting will be recorded with audio only.

III. Roll Call

Roll Call was taken.

IV. President’s Announcements

President Leone welcomed all present to the meeting and explained that the Executive Session of the meeting would be utilized for the full Library Board to meet the Search Team’s recommended candidate for the Director position. President Leone highlighted the steps the Search Team has taken to reach the outcome of a recommended candidate. He also explained that Trustee Penna (absent from the meeting) had a chance to review the candidate’s credentials and agreed with the Search Team’s recommendation. Eileen Palmer, from Library Crossroads Consulting, attended the meeting.

A motion was made and passed to enter Executive Session at 6:07 PM.
A motion was made and passed to exit Executive Session at 7:24 PM.

V. Public Comments

No members of the Public attended the meeting.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for June 20, 2023 (Maceri, Strauss).

VII. Treasurer’s Report

Trustee Strauss discussed financial variances in the June 2023 Profit & Loss Budget vs. Actual Report. Income was above budget estimates by 1.4%. For the months of January through June 2023, Benefit Expenses were below budget estimates by .3% and Personnel Expenses were below budget estimates by 8.5%. Material Expenses for the same time period were above budget estimates by 4.7% and Program expenses were below budget estimates by approximately 6.6%. Operational Expenses were below budget estimates by 5.3%. Total expenses were below budget estimates by approximately 5.1%.

A. A motion was made and passed to approve check numbers 3426 through 3473 (Strauss, Luciano).

B. All bank accounts for the Library have been reconciled up to the most current bank statements.

VIII. Committee Reports:

- **Building and Technology** – Trustee Kampschmidt reported that work on the exterior of the building is in progress and that the Children’s room camera has been installed. Trustee Kampschmidt announced that the zoning permits for the extended sidewalk have been approved. Trustee McCarthy and Vice-President Luciano presented the group with choices for colors and type of stone to be used on the extended sidewalk’s flat surface, walls and caps. All agreed that Trustee McCarthy’s and Vice-President Luciano’s choices were excellent and should go forward with the chosen contractor. It was also noted that a plaque will be designed for the space. President Leone will be in communication with the Donor family to provide them with an update.

- **Policy** – President Leone reported that Librarian Ken Lew has begun work on getting the Library’s Policy Manual online and will then proceed with revisions, eliminations or combination of the policies. The goal is to have the entire manual digitized for easy access and searchability on Library’s website.
• **Renovation** – Trustee Vartabedian reported on a presentation the Renovation Committee recently received from the Designers. It was decided that the Designers will present the same material to the full Board and the Group Leaders on a date in September 2023, based on availability.

• **Schools** – Schools’ Superintendent Maceri relayed that the Franklin Lakes Education Foundation (FLEF) is supporting a Readathon for children over the summer.

• **Borough** – Council Liaison Cardenas reported that the new playground is under construction and should be completed in the near future.

• **Personnel** – Vice-President Luciano requested a second Executive Session to discuss Personnel matters.

A motion was made and passed to enter a second Executive Session at 7:49 PM.

A motion was made and passed to exit Executive Session at 7:54 PM.

IX. **Friends of the Library Report**

The Friends will not meet again until September of 2023.

X. **Old Business**

There was no Old Business to discuss.

XI. **New Business**

A. A motion was made and passed to approve an offer package for the recommended Director’s position Candidate per the terms presented by the Search Team (Maceri, Strauss).

XII. **Membership Hearing**

There will be no August 2023 Board meeting. The September 2023 Board meeting will be an in-person meeting.

XIII. **Adjournment.**

The meeting was adjourned at 7:56 P.M.

Respectively Submitted,

[Signature]

Peter Swist, Secretary