

LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 15, 2023
Recorded virtual meeting

President Nick Ciampa called the meeting to order at 5:45 p.m.

Pledge of Allegiance

Nick stated that the virtual meeting was being held in compliance with the **Open Public Meetings Act**.

Roll Call:

Kevin McNeil	<i>present</i>	Nicholas Ciampa	<i>present</i>	Nabil Choueiri (NBC)	<i>present</i>
Iris Kislin	<i>present</i>	Mayor Kramer	<i>excused</i>	Amy Arsiwala	<i>excused</i>
Tianna Gresham	<i>present</i>	Agnes Kulu-Banya	<i>excused</i>		
January Adams	<i>present</i>				

Nick opened the meeting to public comment. There being no comments, the meeting was closed to public comments.

Kevin motioned to approve the minutes of the October 25 meeting. NBC seconded and all were in favor.

Director's Report:

January presented the financial reports of the **Director's report** for the month of October. The financial reports were filed for audit.

January highlighted various aspects of the narrative section of her monthly report. She noted that:

- The Youth Services department is conducting a special program titled *1,000 Books before Kindergarten*. Participants will read one book a day for three years to their children to achieve the goal of the title.
- Virtual meetings continued to take place for the library's upcoming ILS migration.
- The Adult Services Department held 57 adult programs that 755 people attended.
- The Youth Services Department held 41 in-house programs that 1,288 people attended.
- Various staff members participated in the Rutgers Graduate School of Education Library Literacy Class visit on October 30.

President's Report:

Nick compiled a comparison of selected budget metrics between FTPL and SCLS titled A Tale of Two Budgets that he sent to board members prior to the meeting via email.

A Tale of Two Budgets

The purpose of this missive is to compare our independent Franklin Twp. Public Library to the larger Somerset County Library System (SCLS). All data are based on the calendar year **2022**.

	<u>Franklin Twp. Library</u>	<u>SCLS (15 municipalities)</u>
Population Served	68,000	225,000
Area Served (Square Miles)	47	188
Number of Library Buildings	3	10
Budget, 2022 (thousands)	\$3,837	\$19,500
2022 Actual Expended (thousands)	\$ 3,186¹	\$ 18,439²

Expenditure Per Person Including Building Operating Expenses	\$ 47	\$ 86 ²
Expenditure Per Person Excluding Building Operating Expenses	\$ 43	\$ 82
Estimated Annual Operating Cost of Buildings ²	\$227,000	\$900,000
Number of Certified Librarians (Fulltime Equivalents)	18	~50
Librarians Per 100 people served	2.6	~2.2
PERSONNEL Expense as a percentage of Total	71%	81%
RESOURCES	13.4%	12.4%
OPERATING	6.4%	6.7%
BUILDINGS	9.2%	~0%

Note 1. Franklin Library works on a fiscal year, 07/01 thru 06/30, but this is the actual amount spent from 01/01/2022 – 12/31/2022.

Note 2. 2022 actual expenditures, as reported in the SCLS introduction of their 2023 budget. Costs of operating nine branch library buildings are **not** included and are paid for by the host municipalities. The SCLS uses space at the Bridgewater Library, and pays Bridgewater for it.

Building operating costs include maintenance, repairs, utilities and insurance. Capital cost of buildings and land are not included.

Compiled by Nicholas A. Ciampa
November 2023

In the next part of his report Nick stated that he had learned that the library cannot post directional signs on Route 27. He will try working with the county to get signs on Middlebush and Claremont.

Correspondence and communications:

None

Old Business:

None

New Business

NBC motioned to approve the proposed list of library board meetings for 2024. All were in favor.

All meetings will be virtual until further notice

Wednesday	January 24	5:45 p.m.
Wednesday	February 28	5:45 p.m.
Wednesday	March 27	5:45 p.m.
Wednesday	April 24	5:45 p.m.
Wednesday	May 22	5:45 p.m.
Wednesday	June 26	5:45 p.m.
Wednesday	August 28	5:45 p.m.
Wednesday	September 25	5:45 p.m.
Wednesday	October 23	5:45 p.m.
Wednesday	November 20	5:45 p.m.
Wednesday	December 18	5:45 p.m.

Zoom Meeting Link

Meeting ID: 611 150 8621

Passcode: 12345678

Or call in via phone at +1 929-205-6099

Nick opened the meeting to public comment. There being no comments, the meeting was closed to public comments.

The next meeting will be December 27, 2023 via Zoom.

Kevin motioned to adjourn, Iris seconded, all were in favor and the meeting was adjourned at 6:00.

January Adams
Director of Library Services