

WASHINGTON TOWNSHIP FREE PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes for the meeting of May 3, 2022 held via Zoom.

Library Board President Kathy McGroarty called the regular meeting of Tuesday, May 3, 2022 to order at 7:04 p.m. Meeting is in compliance with the Open Public Meetings Act.

Trustees present: Patricia McCarty, Vince Grayson, Leah Kacicz, Kathy McGroarty, Mary Grant and Carolyn Krickus; Eileen Jankunis and Janet Ark joined the meeting later on.

Trustees absent: Ed Carpenito.

Staff present: Jackie Zuzzi, Library Director

Minutes: Motion to approve the minutes from the meeting of April 5, 2022 was made Mary Grant and seconded by Vince Grayson. Motion passed.

Correspondence: The library received a generous donation from the Long Valley Junior Women's Club for the library's Summer Reading Program and Brownie Troop #97975 will be donating their cookie earnings to the library.

Open to the Public.

Meeting was open to the public. No public present. Meeting was closed to the public.

Treasurer's Report

Mary Grant presented the treasurer's report for April 2022 and the budget balance is \$709,128.91. Motion was made to accept the treasurer's report by Vince Grayson and seconded by Pat McCarty. Motion passed.

Bill Approval

Bills to be paid were presented. Mary Grant made a motion to approve the monthly bills. Carolyn Krickus seconded. Motion passed unanimously with "aye" votes from the following: Vince Grayson, Pat McCarty, Leah Kacicz, Mary Grant, Kathy McGroarty and Carolyn Krickus.

Director's Report

The biannual changing of filters and belts on the HVAC system were completed by a technician from Andrew E Hall & Son from Chester. Hobbie Heat, our long-time HVAC service company is no longer in business. The company was also able to service the Lochinvar boiler.

Jackie met with a representative from Library Interiors to evaluate the circulation/new book area of the library. She plans on working with them to purchase two new desks for this front space.

Jackie spoke to Ken Budd to discuss the possibility of the DPW repairing the damaged sidewalk in front of the library. Although they are not masons, the DPW does repair sidewalks. We would be charged the hourly rate as per our shared services agreement with the Township.

DRS Lawn & Landscape did their spring cleanup on the library's property.

We had our annual visit from the Washington Township Fire Marshall and have some violations to address. Jackie will be working with the DPW and possibly an electrician to complete this checklist.

Janice Kildea and Jackie attended a Diversity, Equity and Inclusion (DEI) Training Series for Library Leadership. Subsidized by MAIN, this two-part workshop given by Librarians from Maryland was designed "to dismantle unexamined assumptions and biases and encourage and enable today's workforce to address diversity and inclusion concerns." It was also structured to "help leaders to foster diversity and inclusion in the workplace and give leaders the knowledge and skills needed to create a culture in which everyone thrives."

As we have seen in the monthly Service Statistics, there is been a consistent decline in circulation from 2021 to 2022, which surprisingly includes digital content. The majority of libraries in MAIN have also seen a decline in their digital content circulation. Possible reasons for this decrease were suggested including, the change to a different vendor (CloudLibrary to Overdrive, occurring 1/22), the expiration of metered access titles, an incorrect collection of statistics from either vendor and/or patrons having less time to read/listen digitally, now that we are slowly "getting back to normal." In order to address these concerns, we met with our representative from Overdrive, primarily to confirm that we are collecting our statistics correctly and also learn any other helpful information to promote the Libby app and increase circulation. We learned that we were not capturing all of the statistics. Running these new statistics showed that the only month that digital circulation dropped was in January 2022. We can almost certainly attribute that to the switch in vendors and the fact that our digital collection (as well as the digital collection of other MAIN libraries) did not migrate to the new vendor until mid-month. You will see the correct statistics in this month's report and we will go back and make the corrections to the February service statistics as well. We also reached out to Overdrive to schedule several virtual webinars to introduce the Libby app to readers. These will be held in June, which is also Audiobook Month. We plan on combining this with a heavy marketing campaign and increased digital content spending.

In order to increase print circulation and to bring more people into the library, we have created a cohesive schedule of social media postings, to increase our online presence. This includes a weekly schedule of posting (at least one each day). We are also planning on doing a quick "elevator pitch" promoting the library, to the various community groups that use the library's meeting space. This combined with continued outreach, when available, we hope will increase the library's statistics overall.

The three NJHealthConnect iPads will be ready to circulate this month. These iPads were acquired through a grant to “promote health equity to individuals who lack access to technology.” They will be loaned out to resident, library cardholders be used for telehealth visits, health information research and virtual job interviews. They will also be available for use in the library, using the library’s wireless network.

Adult programming highlights this month include a Science of Happiness virtual presentation. The genesis for this program came from a local newspaper article on the Masters of Happiness Studies now available at Centenary University. Judy Oppenheim, a User Experience Researcher and Consultant and Happiness Studies Academy graduate will be presenting the program.

There is also a virtual program presented by meteorologist Joe Rao on the topic of the lunar eclipse, or “Red Moon” that patrons can expect to see this month.

April’s National Poetry Month events went well. BJ Ward was a warm, enthusiastic, and powerful speaker. A small group of patrons attended his reading, where he made a point to learn each one’s name and connect his poems to their conversation. He read a selection of older and newer (soon-to-be-published poetry), and left us with the idea that “poetry connects people.” The Poetry Open Mic Night, went very well. Forty-five people attended, and fifteen read a variety of poems. There was a range of ages, experiences, and subject matter. Several patrons came up afterwards asking about the next installment and one asked that we compile the poems of those who read at the event. We will be hosting another event as it was an absolute success and people had a blast, library regulars and new faces alike.

Youth Services began offering a second session of their Baby Story Time. One will be held in the early morning and another in the late morning. This helps to eliminate the waitlist and allows new patrons to attend who may not have been able to in the past, due to their schedule.

Our Youth Services Librarian, Amanda Ort has contacted the local elementary schools regarding the Summer Reading program. She is creating a 2-5-minute video highlighting the program in lieu of school visits. She is also working with the Junior Woman's Club to help out with advertising and is writing an article for Long Valley Living Magazine.

The Friends of the Library’ second session of Lifetime Learning *Understanding Climate Change*, is being held this month. They are also sponsoring the refreshments at the Friday afternoon movie .

Committee Reports: The evaluation committee, consisting of Kathy, Leah and Ed, met and will continue to work to streamline the yearly evaluation for the Library Director. They will meet again to continue to work on the details.

Unfinished Business: None.

New Business: None.

Motion to adjourn meeting at 7:48 pm made by Mary Grant and seconded by Janet Ark. Motion passed.