

**PALS Plus Executive Board Meeting  
April 25, 2019 at 10:15 a.m.  
Clifton Public Library**

**AGENDA**

Call to order

Approval of the minutes of February 28, 2019 regular Executive Board meeting

Public Petitions and Requests

President's Report—Patti Perugino

Correspondence

Treasurer's Report—Ricardo Pino

Executive Director's Report—Luca Manna

Committee Reports

Old Business

- Belleville
- Union City
- Delivery Task Force

New Business

- Bylaws revision
- Funding formula
- Temporary Cards

Announcements

Adjournment

Next meeting:

PALS Plus General Membership Meeting

Thursday, May 23, 2019 at 10:15 a.m. at Clifton Public Library

**PALS Plus Executive Board Meeting  
February 28, 2019 at 10:15 a.m.  
Clifton Public Library**

**MINUTES**

**Sunshine Act** – We are in compliance with the Sunshine Act.

**Call to order**

The regular meeting of the PALS Plus Executive Board was called to order at 10:20 a.m. by President Patti Perugino (Bloomington) at the Clifton Public Library. In attendance were Executive Board members Brianne Colombo (Fairfield), Justine Tomczak (Clifton), Ricardo Pino (West Milford), Cheryl Ashley (Verona), Claudine Pascale (Caldwell) and Linda Hoffman (Woodland Park). Also in attendance was Luca Manna (PALS Plus). The members present constituted a quorum.

**Approval of the minutes of the January 24, 2019 regular Executive Board meeting**

Ms. Colombo made a motion to approve the minutes from the Executive Board meeting of January 24, 2019. Mr. Pino seconded the motion. The minutes were approved unanimously. Ms. Hoffman abstained.

**Public Petitions and Requests**

Mr. Pino made a motion to open the public portion of the meeting. There were no members of the public in attendance. The session was closed.

**President's Report—Patti Perugino**

- Ms. Perugino attended the Youth Services Committee meeting on February 4<sup>th</sup>. The committee is planning a '1,000 Books Before Kindergarten' celebration in November and also a workshop entitled "Everyone Ready to Read?"
- Ms. Perugino stated that the committee meetings are a great place to share ideas for programs. She is planning on attending most committee meetings as they are enlightening and fabulous.

**Correspondence** – There was no correspondence.

**Treasurer's Report—Ricardo Pino**

- Mr. Pino declared that PALS Plus finances are in line for this time of year. SirsiDynix, our largest bill, is due on March 15<sup>th</sup>. Mr. Manna will discuss the audit during his ED report.
- Ms. Pascale made a motion to approve the Treasurer's Report. Ms. Colombo seconded the motion. The Treasurer's Report was approved unanimously.

### **Executive Director's Report—Luca Manna**

- Mr. Manna announced that Emma Galegor will join the PALS Plus team on March 8, 2019 as the new Cataloger and Metadata Librarian, working 20 hours a week. He is confident that she is up to the challenge of working with and supporting the tech services personnel in addition to all the effort to standardize practices and processes.
- The Executive Board of LLNJ voted to not dissolve the organization at the February 7, 2019 meeting. The plan is to streamline services and operate with a smaller staff and continue to oversee delivery; another cost-sharing figure will be released in June. Mr. Manna will update the membership as more information becomes available.
- Mr. Manna thanked Eli for mining all the data for the annual state survey. As in previous years, please send a copy of your filing once completed as it will be used to compile *PALS Plus by the Numbers* analysis.
- Mr. Manna has met with representatives for both Belleville and Union City Public Libraries to discuss the possibility of joining PALS Plus and presented each with approximate costs of membership. Belleville has acted quickly and we have now begun the preliminary stages of membership.
- The audit of the financial statements for 2018 went well. Changes in fixed assets numbers will be reflected in QuickBooks so we will know the actual number. The accountant recommended that we continue reporting Budget vs. Actual in the manner that we have in the past.

There is a backlog of uploading records due to employee out on temporary leave. Mr. Pino made a motion to hire temporary part-time staff to upload catalog records, if needed. Ms. Colombo seconded the motion. The motion passed unanimously.

### **Committee Reports**

- Every committee is working hard and has programs planned for the year.

### **Old Business**

- The Shared Services Agreement for PALS Plus was sent to Ms. Colombo and Mr. Fleming for review. It will be sent to our attorneys, Feeney & Dixon, for review.

### **New Business**

- PALS Plus is in the process of obtaining estimates for a new internet filtering appliance since the equipment is officially at the end of life at the end of August. The cost is approximately \$13,000. Current projections indicate that we should have sufficient funds to purchase this equipment without taking money from reserves.
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### **Announcements**

- Wingfoot for library cards was discussed. Feedback was positive.
- Ms. Pascale announced the grand re-opening of Caldwell Public Library on June 1 from 10 a.m. to 4 p.m. Activities include Storytime with the Mayor, an appearance by Pete the Cat,

pony rides, a petting zoo and a medium reading in the afternoon.

- Ms. Hoffman announced that Bobby Rydell will be signing his book at Alfred Baumann Library on April 25<sup>th</sup>.
- Ms. Pascale announced that Caldwell Public Library will host 'Monday's with Mikie' featuring Congresswoman Mikie Sherrill on March 18 at 5:00 p.m.
- Ms. Hoffman discussed the Library Construction Bond Act. It is currently awaiting the governor's approval.
- Elise Bedder has resigned from Ringwood Public Library. Her last day will be March 8<sup>th</sup>.

**Adjournment** – Mr. Pino made a motion to adjourn the meeting. Ms. Tomczak seconded the motion. The meeting was adjourned at 11:25 a.m.

Next meeting:

PALS Plus Executive Board Meeting

Thursday, April 25, 2019 at 10:15 a.m. at Clifton Public Library

# PALS Plus

2019 PALS PLUS BUDGET VS ACTUAL	March	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ 78,546	\$ 198,698	\$ 646,817	\$ (448,119)	31%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Interest Income	\$ 164	\$ 474	\$ -	\$ 474	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
<b>Total Budgeted Income</b>	<b>\$ 78,710</b>	<b>\$ 199,172</b>	<b>\$ 716,817</b>	<b>\$ (517,645)</b>	<b>28%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ -	\$ 9	\$ 2,500	\$ 2,491	0%
Capital Expenses	\$ 2,034	\$ 6,274	\$ 32,100	\$ 25,826	20%
Contracts and Subscriptions	\$ 119,267	\$ 126,382	\$ 162,385	\$ 36,003	78%
Digital Collections	\$ -	\$ 42,554	\$ 59,000	\$ 16,446	72%
Fee for Service	\$ 131	\$ 1,461	\$ 14,500	\$ 13,039	10%
Group Purchases <sup>A</sup>	\$ 1,207	\$ 4,300	\$ -	\$ (4,300)	
Office Supplies and Equipment	\$ 86	\$ 581	\$ 3,700	\$ 3,119	16%
Official Business	\$ 181	\$ 1,338	\$ 7,500	\$ 6,162	18%
Personnel including Tech Support <sup>A</sup>	\$ 25,482	\$ 93,474	\$ 401,407	\$ 307,933	23%
Rent	\$ -	\$ 4,200	\$ 16,800	\$ 12,600	25%
Telecom: Members <sup>A</sup>	\$ 2,149	\$ 4,091	\$ -	\$ (4,091)	
Telecom:PALS Plus	\$ 2,400	\$ 7,153	\$ 11,925	\$ 4,772	60%
<b>Expenses</b>	<b>\$ 149,581</b>	<b>\$ 283,426</b>	<b>\$ 711,817</b>	<b>\$ 428,391</b>	<b>40%</b>
<b>Contingency Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>Total Budgeted Expenses</b>	<b>\$ 149,581</b>	<b>\$ 283,426</b>	<b>\$ 716,817</b>	<b>\$ 433,391</b>	<b>40%</b>

<sup>A</sup> Monthly and ongoing balances include reimbursement from members

Shaded lines are not included in budget totals

**PALS Plus, Inc.**  
**Balance Sheet Prev Year Comparison**  
**As of March 31, 2019**

	Mar 31, 19	Mar 31, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	83,131.82	241,726.02	-158,594.20	-65.6%
10250 · VNB ACH Acct [8040]	2,114.99	2,081.76	33.23	1.6%
10300 · PALS Plus NJ Cash Management	79,306.88	77,684.36	1,622.52	2.1%
10350 · VNB Money Market Acct	32,161.83	32,145.76	16.07	0.1%
Total Checking/Savings	196,715.52	353,637.90	-156,922.38	-44.4%
Accounts Receivable				
11100 · PALS Plus Member Invoices	42,870.62	57,881.20	-15,010.58	-25.9%
Total Accounts Receivable	42,870.62	57,881.20	-15,010.58	-25.9%
Total Current Assets	239,586.14	411,519.10	-171,932.96	-41.8%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-1,272,251.62	-1,272,251.62	0.00	0.0%
12700 · Acc Dep Leasehold Improvements	-1,525.00	-1,525.00	0.00	0.0%
12800 · Computer Equipment/Software	1,294,341.21	1,294,341.21	0.00	0.0%
12900 · Leasehold Improvements	4,109.00	4,109.00	0.00	0.0%
Total Fixed Assets	24,673.59 <sup>1</sup>	24,673.59	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>264,259.73</b>	<b>436,192.69</b>	<b>-171,932.96</b>	<b>-39.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-19,424.39	104,615.20	-124,039.59	-118.6%
Total Accounts Payable	-19,424.39	104,615.20	-124,039.59	-118.6%
Total Current Liabilities	-19,424.39	104,615.20	-124,039.59	-118.6%
Total Liabilities	-19,424.39	104,615.20	-124,039.59	-118.6%
Equity				
30000 · Opening Balance Equity	145,997.66	145,997.66	0.00	0.0%
32000 · Retained Earnings	177,957.54	200,555.33	-22,597.79	-11.3%
Net Income	-40,271.08	-14,975.50	-25,295.58	-168.9%
Total Equity	283,684.12	331,577.49	-47,893.37	-14.4%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>264,259.73</b>	<b>436,192.69</b>	<b>-171,932.96</b>	<b>-39.4%</b>

12:11 PM

04/18/19

Accrual Basis

**PALS Plus, Inc.**  
**Balance Sheet Prev Year Comparison**  
**As of March 31, 2019**

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1. The accounting of the fixed assets is currently under review and will be updated once it is finalized.

## **Executive Director's Report – April 2019**

### **Belleville and Union City Public Libraries**

We are proceeding in a timely manner with the PALS Plus membership requests of the Belleville and Union City public libraries. Walk-throughs of both sites to assess their networks are scheduled and will be completed by April 23, 2019. A cost breakdown delineating on-boarding, consortium, and approximate 2019 membership assessments have been submitted to each library for their review. If all stages proceed as planned, I expect that the PALS Plus Executive Board will propose the membership of Belleville and Union City for a vote by the PALS Plus libraries' representatives at the May general membership meeting. If we are not prepared to do so, I anticipate that a special meeting and/or vote may be called for before the next membership meeting in September. I am excited at the prospect of growing the consortium and extending our user base.

### **Delivery**

We continue to explore ways to effectively advocate with decision makers and our public for a delivery system that maintains our current level of service.

Partnering with LMxAC and MAIN in these efforts allows us to present a unified message. I will be serving on the LibraryLinkNJ Delivery Task Force charged with developing the formula for cost sharing. As of writing, the task force is scheduled to meet on April 30 with a possible second meeting during the week of May 6. A recommendation would be presented to the LLNJ Executive Board for approval at their May 16 meeting to be subsequently voted on by the LLNJ membership at their membership meeting on June 5, 2019. As always, I will keep everyone in the loop as more information becomes available.

### **Preakness Branch**

Earlier this month, it was announced that the Preakness Branch of the Wayne Public Library would be closing its doors to the public on June 28, 2019. The facility will be used as a full-day kindergarten. While the building will be closed to the public, the library will not evacuate the facility until later in the summer leaving us ample time to develop a closing timeline with Doreen Shoba and Janette Pardo, the Preakness Branch Manager. Once the timeline is finalized, it will be disseminated to the membership. It is always sad when a community loses a service point on which they rely and, as is our practice, we will support the staff of the Wayne Public Library in facilitating this transition.



## Trustee Education

We held our annual Trustee Education event on Saturday, April 6, 2019 at the Wayne Public Library. Roselle's, Jeanne Marie Ryan, and our own Linda Hoffman spoke on the history of the New Jersey Construction Bond Act, steps that have been taken to prepare a library to take advantage of it, and the importance of advocacy in ensuring that the community would support the library in this and other endeavors. Over thirty people, representing 15 library from PALS Plus, LMxAC, and BCCLS, attended. It was an enjoyable and informative Saturday morning for all.

## PALS Plus Computer Support Technician

Over 150 applications were submitted for the PALS Plus Computer Support Technician position. With Jim and Eli's assistance, we filtered through the applications and selected candidates to interview. Those interviews are being scheduled for the week of April 22 – 27.

## Upcoming Events

Event	Location	Date	Time
LLNJ Delivery Task Force Meeting	Virtual	Tuesday, April 30, 2019	2:30 PM
Information Management Committee	Clifton	Thursday, May 2, 2019	2:15 PM
Policy Committee	Verona (?)	Friday, May 3, 2019	10 AM
Youth Services Committee	Totowa	Monday, May 6, 2019	10 AM
Teen Services Committee	TBD	Wednesday, May 8, 2019	10 AM
Circulation Committee	TBD	Thursday, May 9, 2019	10 AM
Technical Services Committee	Little Falls	Wednesday, May 15, 2019	10 AM
Public Relations	Fairfield	Thursday, May 16, 2019	10 AM
Passaic County Senior Extravaganza	Totowa	Thur. & Fri., May 16 - 17, 2019	10 - 2 PM
Digital Services Committee	TBD	Monday, May 20, 2019	11 AM
PALS Plus General Membership Meeting	Clifton	Thursday, May 23, 2019	10:15 AM