

**APRIL 24, 2017 MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

President Joseph Weisberg called the meeting to order at 7:00 pm in the Board Meeting Room of the Parsippany Library. The purpose of this meeting is for the Library Board of Trustees to take formal action on library business. Notice of this meeting has appeared in the April 7, 2017 issue of the *Daily Record*. Notice has been posted on the bulletin boards in the Municipal Building and the three library branches.

II. ROLL CALL

Present: Roberta Chopko, Herb Levine, Christina Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Joseph Weisberg, Lisa Vallacchi, Jayne Beline
Absent: Ellen Waldman

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by Moses, seconded by Merola. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the March 27, 2017 Minutes of the Library Board of Trustees Meeting by Moses, seconded by Merola. ***Motion carried.***

V. PUBLIC HEARING

The meeting was opened to the public.

- A. Friends of the Library – Roberta reported. Book sales have done well; however, Pat Simon wants to discontinue the book sale for teachers as they don't do well. Jayne said they are held during break and teachers are away. Chris suggested holding the sale in late August.

The meeting was closed to the public.

VI. REPORTS

1. Finance

Jayne reported that the employer's share of the pension will be divided among three payments. Fred and Joe will attend the budget hearing scheduled for Wednesday evening.

Jayne distributed a spreadsheet comparing revenue and major expenses over the last five years. Although the library has kept expenses to a minimum, some fluctuate. The percentage increase in salaries has only been 1.6% over the years, partly because some people who left were not replaced, salaries were frozen one year, and most years the increase has only been 2%. Until 2016, the library paid the amount requested by the Township on the employer's share of the pension. Utilities fluctuate due to the weather. Library collections--including books, AV, digital and periodicals--has decreased, because the

funding decreased. The new model for MAIN is costing more. Jerry suggested adding totals to the spreadsheet.

A 2017 Budget Request sheet was also distributed. Jayne said a majority of people who completed postcards in support of A222 wrote great comments, some of which are included on a summary sheet for the budget hearing. Stories of above and beyond good deeds by library staff will be brought to the Council's attention. Both high schools participated in Global Youth Service Day on Saturday, where students showed little kids how to make placemats that will be distributed at the community food bank, paper flowers that will be taken to nursing homes, cards for people, and animal toys.

Fred said there still is no definite decision on a prescription plan. Jerry said the latest spreadsheet from the insurance is confusing and he cannot determine what they are comparing. Jayne said that she needs to set up another meeting.

2. Buildings and Grounds

Main Library – Staff reviewed the video to get a license plate number on the vehicle that hit the railing on the side of the ramp leading from the parking lot. The tape only records one week and then records over the previous week, so there is no record. Jerry recommended that the system upload to the Cloud in order to have an infinite archive. Jayne will discuss it with the Emerging Technologies Librarian.

3. Personnel – Closed Session

The President requested to have Jerry's copy of the Director's evaluation.

4. Policy – There was no report.

5. Technology

Jerry asked to have the video system included on next month's agenda.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report

Chris had a concern about Lake Hiawatha's use of \$2,000 Gala funds to renew subscriptions and update the consumer health collection when the funds were earmarked for arts programming. Jayne explained that the brochure said that a portion of the funds would be for arts programming and also library collections. Funds were also set aside for arts programming.

In response to Fred's question, Jayne said she plans to replace some positions but since that involves personnel it will be discussion in Closed Session.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 212, dated April 24, 2017 by Moses, seconded by Merola.

AYES: Chopko, Levine, Liparini, Merola, Moses, Preston, Weisberg, Vallacchi

IX. CLOSED SESSION

WHEREAS, the Library Board of Trustees is about to discuss items on the agenda related to Personnel,

WHEREAS, these matters would be more appropriately discussed without the attendance or participation of the public, and

WHEREAS, the Library Board of Trustees believes that the substance of the discussion conducted at this closed session may be made known to the public at the conclusion of this closed session,

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of Section 7 of the Open Public Meetings Act of 1975, the public shall be excluded from attendance and participation in the discussions by the Library Board of Trustees of the above matters, and it is further RESOLVED that the Library Board of Trustees undertake to make available to the public the substance of the discussion conducted in this session at the conclusion of the closed session, moved by Moses, seconded by Merola. **Motion carried.**

MOTION: To return to regular session by Moses, seconded by Merola. **Motion carried.**

X. ADJOURNMENT

MOTION: To adjourn the meeting at 8:00 p.m. by Merola, seconded by Preston. **Motion carried.**