

**FEBRUARY 22, 2016 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 p.m. 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 January 8, 2016 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, Christina Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Joseph Weisberg, Loretta Gragnani, Felice Pagnotta, Jayne Beline  
*Absent:* Herb Levine, Ellen Waldman, Mayor James Barberio, LeRoy Seitz

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF MINUTES**

***MOTION:*** To approve the January 25, 2016 Minutes of the Library Board of Trustees Meeting by Moses, seconded by Chopko. ***Motion carried with abstentions by Merola and Preston.***

**V. PUBLIC PRESENTATION**

The meeting was opened to the public at 7:02 p.m.

A. Friends of the Library – Roberta reported.

Book Nook activities: income through February 20<sup>th</sup>, \$1,700; current bag sale opening weekend, \$950 (concludes February 29<sup>th</sup>). The price per bag was increased from \$4 to \$5, in line with area Library sales. Also planned are: Gift Book Sale during April in the main library lobby; and a summer bag sale in June.

Other activities: Red Stone Tavern, March 14<sup>th</sup>, lunch and dinner, bring coupon! Includes alcohol (Friends will receive 15% of the profits); and at the Gourmet Café, May. They are looking for a child-friendly restaurant that will donate a percentage.

The meeting was closed to the public at 7:05 p.m.

**VI. REPORTS**

A. Standing Committees

1. Finance

Jayne distributed budget documents and reminded the Board that as she explained in her report, \$48,000 has to be cut to absorb the increase in the cost of employee medical benefits. She reviewed budget lines affected. Jayne plans to ask companies

and service organizations in the area for funding. Glaxo generously supported the library in the past, but the company is moving. The challenge is that others are asking corporations for donations and financial support. Hopefully some may be interested in supporting the library to help build a consumer health collection and other specific projects. While state mandated funding has barely increased in the past five years, Council has been generous in providing grants for Sunday hours and other projects. In response to Joe's question, if she could ask for any amount of money, how much would she ask for, Jayne would request \$1M to support library operations. Loretta Gragnani suggested asking Glaxo if they have a contact at any of the companies in the business campus near the Library or if they can make a recommendation for funding.

Jayne said she spoke with the Township insurance broker about carving out changes to the library's plan to save money. The Township is subsidizing the Library's portion of the broker's fees and even a savings wouldn't be enough to cover the fees. Council Liaison Gragnani explained that the Library had not been charged the proper amount, ie. the insurance broker fees and the premiums over the years. She said that the Township absorbed over \$500,000 in charges.

In response to Roberta's question, Jayne said the current Fundraising committee's charge should be to develop a plan and schedule a meeting. Loretta suggested contacting the Mayor's office for a list of new companies. Roe suggested that Fundraising put together a welcome packet for new businesses and have a Library representative deliver the packet.

## 2. Buildings and Grounds

Lake Hiawatha Branch Library – Plans for the renovation are in Jayne's office. Jayne distributed copies of the architect's letter regarding remediating code deficiencies which are become necessary at the time of renovation. Roberta mentioned that there is still no contract from the architect and Jayne responded that their attorney and the Library's attorney are discussing the contract. Jayne emailed the architect asking what it would cost to tear down and build a new library, at Jerry's request. Jayne contacted Gene Gleason about working as Project Manager, so Jayne and Roberta will meet with him to discuss his fee.

Main Library – Roberta had asked for the cost of HVAC for the main Library and Lake Hiawatha Branch. Jayne has gathered this information but has decided to query other libraries on their HVAC expenses for comparison.

## 3. Personnel

There will be a discussion in Closed Session. Jayne reported that staff whose positions were changed are very happy and it has brought a lot of energy into the Library system. Joe thanked the Board for being efficient with the Director's evaluation. The Board commended the Library director on her excellent work performance and approved the awarding of a 2% raise.

## 4. Policy

The draft Meeting Room Policy was included in packets. The policy has been revised to include some of the Board's changes from last month's meeting but also some staff changes. Jayne explained that the staff has to implement the policy and they have difficulty ascertaining whether or not groups are Parsippany-based. There was discussion. Item 5. Fees, second paragraph was changed to read: "Non-profit groups

not based in Parsippany but whose purpose is to benefit Parsippany residents will not be charged.” The policy will be added to the Director’s Bulletin for approval.

5. Technology

At Jerry’s request, Jayne explained the Maker Space.

**VII. UNFINISHED BUSINESS**

A. Questions Concerning the Director’s Report

In response to Roberta’s question referencing the electronic frame, Jerry said it was a digital picture frame.

**VIII. NEW BUSINESS**

A. Approval of Director’s Bulletin

**MOTION:** To amend the Director’s Bulletin, Number 200, dated February 22, 2016 to include III. Policy, A. Meeting Room Policy, *Be it resolved* that the Board approve the revised Meeting Room Policy, by Moses, seconded by Merola. **Motion carried.**

**MOTION:** To approve the amended Director’s Bulletin, Number 200, dated February 22, 2016, by Moses, seconded by Merola.

**AYES:** Chopko, Liparini, Merola, Moses, Preston, Weisberg

**ABSTENTION:** Pagnotta

**IX. CLOSED SESSION**

**WHEREAS**, the Library Board of Trustees is about to discuss items on the agenda related to Contracts and 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.

**AYES:** Chopko, Liparini, Merola, Moses, Preston, Weisberg, Pagnotta

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

**X. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:26 p.m. by Moses, seconded by Merola. **Motion carried.**