

**JANUARY 30, 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 7:00pm 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 5, 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, Christine Liparini, Rosemarie Merola, Jerrold Moses, Joseph Weisberg, Jayne Beline

Excused: Fred Preston, Ellen Waldman, Loretta Gagnani

Absent: Lisa Vallacchi/Jennifer Frantz, Mayor James Barberio, LeRoy Seitz

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the December 19, 2016 Minutes of the Library Board of Trustees Meeting by Moses, seconded by Levine. ***Motion carried with abstention by:*** Weisberg.

V. PUBLIC HEARING

The meeting was opened to the public at 7:04pm.

- A. Friends of the Library – Roberta relayed Pat Simon’s report. Total income for the year 2012 was \$5,440 (bag sales - \$1,277, and the Book Nook - \$3,622), but total income for the year 2016 was \$14,363 (bag sales - \$9,269, and the Book Nook - \$3,981). Mini sales in the lobby have been a huge success and are easier to maintain than regular bag sales. The spring bag sale in June will be discontinued this year, replaced by sales in the lobby from April until the Summer Reading Program and then resume again in the fall. If at any time there is an overabundance of books, a bag sale can be held.

Board Members were encouraged to pay their dues.

The meeting was closed to the public at 7:08pm.

VI. REPORTS

1. Finance

The committee met with the Township today and Jayne recommended incorporating what was learned about health insurance with the report on the budget. Jerry reported on the meeting last Thursday with Julie Graham, representative from Fairview, the Township’s insurance broker, and Jackie Ortiz from the Township. It was determined that the continuance

of a retiree on the library's plan (without the knowledge of the library) with multiple prescription claims had definitely affected the cost of the library's insurance and usage rating. Steps have been taken to terminate the person from the plan. (We found out in 2015 that this person was still insured. She had been insured under the State Health Benefits Plan when she retired in 2006. A clause let them treat her as a self-paid retiree. All those years, she was paying a \$500/month premium to the Township, but the costs were charged to the library's experience.)

It was also determined that the library has a very rich medical plan with \$0-\$5 co-pays, which is unrealistic. Fairview is working to produce numbers for a new medical plan and the cost to either put the library back into the township's prescription plan or set up the library with a less costly prescription plan. The township will report next week. Jerry will follow up with Jackie Ortiz at the end of the week if there is no word from her. If necessary, a special meeting of the Board may be called.

Today at the meeting about the budget, the Township said that costs are going up and expressed displeasure with the 2% raises the library is giving its employees (\$30,000), even though the Township plans to give raises to their employees.

There was discussion about going back to the State Health Benefits Plan, but the Township said it would cost the library even more. Jayne will research the feasibility of this and the cost. Jerry recommended that Jayne relay the true cost to run the library. He was adamant that the library should not have to cut hours, employees, services or materials in order to pay for medical insurance.

2. Buildings and Grounds

Lake Hiawatha Branch Library – Roberta reported that the Project Manager, Steve Waehler, pursued looking at the renovation cost again and came up with slightly lower numbers, but still over budget.

Jayne said she hopes to get NJLA representatives to organize an event in March at the library for A222, including contractors and architects who would benefit by the bill being passed.

3. Personnel

Tomorrow Jayne will meet again with staff at Mt. Tabor. Three people are impacted by the cut in hours and they are unhappy. This is the only way to save money to offset Sunday hours.

4. Policy – There was no report.

5. Technology

Jayne spoke with Mike Hardie and there is still money available to pay for the rest of the AV project, Meeting Room B, and the Tech Lab. MAIN is going with Envisionware, a print management system and some of the funds may need to be used for that. She still hopes to be able to purchase a digital sign for outside.

Jayne gave Mike Hardie information for the CBG (Community Block Grant) that was awarded. It will enable the library to put in a sidewalk from the parking lot on this side of the build-

ing to the picnic table area, which will also be concrete. The area will be handicapped accessible. Work on the project will begin in the spring.

In response to Jerry's question, there is a formula that MAIN uses to figure libraries' assessments based on the Town's assessment, 1/3 of a mil, and the figure from the state report on the library's operating budget.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report

Jayne clarified that the statistics sheet shows that it is for November, but it is actually for December 2016.

In the packet are materials on "Meetings, Rules & Effective Decision-Making," which Jayne said she hopes will be informative and helpful. Also included are articles on "Trustees and Library Staff," and "Guidelines for Conducting Library Business via Electronic Communication."

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 209, dated January 30, 2017 by Levine, seconded by Moses.

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

In response to Roe's question, Jayne explained that the \$788 check to the Friends was from money collected at the front desk for book sales. Also, checks are generated quarterly for Mt. Tabor, but they are kept here.

Joe suggested holding the Director's Evaluation until the library has a budget. Jerry would like to begin working on it now for March.

In response to Roberta's question, the boiler at Lake Hiawatha cannot be converted in the winter. Also, Roberta commented that the cost of the holiday breakfast should be looked into. Jayne responded that the Friends paid for a portion of the breakfast. In the future, Jayne will ask the staff organizing the staff/Friends/Board/Township workmen breakfast to get more than one estimate.

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:06pm by Levine, seconded by Moses. **Motion carried.**