

**JULY 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 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, Christina Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg, Jayne Beline

Excused: Loretta Gragnani, Lisa Vallacchi, Herb Levine

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by R. Chopko, seconded by C Liparini. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the June 19, 2017, minutes of the Library Board of Trustees meeting by Roe Merola seconded by Ellen Waldman. ***Motion carried with abstention by J. Moses.***

V. PUBLIC HEARING

The Meeting was opened to the public at 7:15 p.m. Roberta Chopko reported on behalf of the Friends. The Friends have \$7863.00 in their bank account.

Since many of our residents go away on vacation in August, the Friends library book sale will be discontinued in August

The Friends will host their dining out fundraiser on Sept 15 and 16 at Annabella's from 1:30 to closing. Jayne and Roberta discussed their concerns that Pat Simon is the only person who is an active Friends officer and she also serves as the Book Nook manager. The Friends membership chairperson is moving out of state and the treasurer lives out of town but does the banking online. The board suggested ideas for recruiting for the Friends.

Jerry suggested that we look for high school seniors and get them involved in the Friends. While everyone liked the idea, they were concerned about young adults asking for money and someone brought up the concern that most students are already fundraising for their own organizations. The Board thought that perhaps a Junior Friends could begin once the Friends group is reactivated.

Joe said that in September, he will hold a meeting with the active Friends to explain that we need officers and that new Friends members are needed and that this may mean that the scheduling of the meetings may change.

Jayne will begin advertising for Friends members. She also plans to contact a retired librarian who is active with United for Libraries, a national organization of Friends and trustees.

The meeting was closed to the public at 7:35 pm.

VI. REPORTS

A. Finance

Treasurer Fred Preston commended Jayne on the written explanation about the library's budget challenges. The Board was happy to hear that the Kiwanis grant has been awarded. Jayne said that she was very grateful to Steve Merola (husband of board member Roe Merola) for suggesting to the Brookside board that they donate \$2000 to the library. Jayne would like to use these funds to build a fund for a van that would visit senior housing and the apartment buildings. The van would promote reading and technology. At the ALA conference, Jayne found out about a van from the director of the Crown Point, Indiana, library. She will gather additional information and share it with the library board and with Steve Merola, Bruce Benson and Mimi Letts from the Brookside board.

B. Buildings and Grounds

The township fire inspector reported that the basement children's doors at the Lake Hiawatha branch do not adhere to the magnets and that they are not connected to the fire alarm system. (In case of a fire, the doors should shut automatically.) For help with a repair solution, Jayne has reached out to Automatic Suppression, the fire alarm company that services the fire alarm at the Main Library.

C. Personnel

Jayne relayed the challenges that occur with trying to staff all three branches with a dwindling staff. At the September meeting, she plans to bring a recommendation for revised branch hours to the library board. Chris Liparini suggested meeting with some of the Mount Tabor branch customers to ask for their input prior to instituting new hours.

D. Policy

Roe Merola reported that at the annual conference of the American Library Association, Council passed a resolution on libraries as responsible spaces. As a result of this resolution, Roe and Jayne would like to review our existing customer behavior policies and if necessary revise them to be in sync with the intent of this resolution. Roe and Ellen are on the policy committee and Roe asked that Jerry join the committee. The committee will meet in August.

E. Technology

Jerry asked Jayne to share the security camera estimates with him, since he was not in attendance at the June board meeting. Jayne will send them via email.

VII. CLOSED SESSION

WHEREAS, The Library Board of Trustees is about to discuss items on the agenda related to contracts and legal matters,

WHEREAS, these matters would be more appropriately discussed without the attendance 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 Jerry Moses and seconded by Fred Preston.

All ayes.

Motion to come out of closed session made by J. Moses seconded by R. Merola.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, **Number 215, dated June 19**, 2017, by E. Waldman, seconded by F. Preston.

AYES: Chopko, Levine, Liparini, Merola, Preston, Waldman, and Weisberg.

Motion carried.

MOTION: To approve the Director's Bulletin as amended, made by Jerry Moses, seconded by Fred Preston. All ayes.

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:20 p.m. made by J. Moses and seconded by F. Preston.