

**June 19, 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, Herb Levine, Christina Liparini, Rosemarie Merola, Fred Preston, Ellen Waldman, Joseph Weisberg, Jayne Beline

Excused: Loretta Gragnani, Jerrold Moses, Lisa Vallacchi

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the May 22, 2017, minutes of the Library Board of Trustees meeting by Herb Levine, seconded by Ellen Waldman with removal of L. Gragnani's name from attendance due to her absence. ***Motion carried with abstention by R. Merola.***

V. CLOSED SESSION

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

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 R. Chopko, E. Waldman. ***Motion carried.***

MOTION: To return to regular session by F. Preston, seconded by R. Merola. ***Motion carried.***

VI. PUBLIC HEARING

The meeting was opened to the public at 7:30 pm.

- A. Friends of the Library – Roberta reported that Pat Simon reported that the lobby sales have been outstanding with totals for one month at \$1127 and totals for another month at \$1052. There are no plans for a fall book sale. The Friends received a donation of puzzles and they were donated to the children’s departments.

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

VII. REPORTS

- A. Finance

Jayne reported that New Jersey Natural Gas will allow the library to be included in the budget plan beginning in August of this year.

Through the generosity of the Luther family, the library continues to receive donations (which go to the Foundation) in memory of Mayor Henry Luther.

On June 1, we began using Square at the Main Library. The staff feel that more people pay their fines and spend more on the Friends books because of the opportunity to pay by credit card.

- B. Buildings and Grounds

Joe Jannarone is securing estimates to replace one of the rooftop compressors.

- C. Personnel

Jayne discussed how busy it’s been for staff trying to cover vacations and hours at three locations. On the Board’s behalf, Jayne purchased gifts for the three retirees: Netta Aragona, Stephanie Kip, and Sue Coe. She mentioned that we have a student intern who is working with us to try to determine if she would like to go for her master’s degree in library science. Kristy, our intern, works in multiple departments and at multiple locations.

- D. Policy

Roe Merola, chairperson of the policy committee, and Jayne Beline asked that the Board change the Gifts and Donations policy to state: “Donations of \$1000 or more will be used for non-operating expenses.” They also asked that the Board eliminate the Delinquent Borrowers policy, as the rules governing that policy are outlined in the MAIN circulation manual. These changes will be added to the Director’s Bulletin.

Jayne and Roe mentioned that there is a code of ethics that the Board adopted and they wanted to make sure that the Board knows that this policy exists.

- E. Technology

Jayne will share the security camera estimates with Jerry Moses.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, as amended, Number 214, dated June 19, 2017, by E. Waldman, seconded by F. Preston. (Amendment included approving policies and approving Plan D for employee medical insurance.)

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

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:30 p.m. by H. Levine, seconded by F. Preston. **Motion carried.**