

**MAY 23, 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 7:10 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, Herb Levine, Christina Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg, Loretta Gragnani, Jayne Beline
Absent: Mayor James Barberio, LeRoy Seitz, Felice Pagnotta

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the April 25, 2016 Minutes of the Library Board of Trustees Meeting by Moses, seconded by Waldman.

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

V. PUBLIC PRESENTATION

The meeting was opened to the public at 7:13 p.m.

A. Friends of the Library – Roberta reported that a Bag Sale is coming up.

The meeting was closed to the public.

VI. REPORTS

1. Finance

Joe reported that the budget presentation to council went well.

Jayne said there will be a meeting at the Town for the ADP donation. The board of the Brookside Seniors, thanks to Roe and Steve Merola, donated \$2,000 to the library. The money will be used to purchase DVDs of the Great Courses, college-level courses meant to encourage lifelong learning.

Jayne reported that while at NJLA, she attended a pre-conference on fundraising, inspiring her to rejuvenate the Library Foundation. She will first update job descriptions for the officers before taking further action. People who may comment that their tax dollars support the library need to know that the tax dollars help to open the doors and operate three locations, but extra money from fundraising will provide enhanced services. There aren't any

nonprofits that are well funded today. Recommendations of people who might like to serve on the Foundation will be welcomed.

2. Buildings and Grounds

Lake Hiawatha Branch Library – Roberta reported that the committee met with the architect and will meet again this week. Jayne commented that we are headed forward and can probably expect to go out to bid at summer's end. The community will be informed that the branch will be closed for the duration of the renovation, enabling the work to progress more rapidly. It is hoped that a bus can transport people to the main library while the branch is closed. Books should be brought to the main library.

Main Library – Jayne reported that the workers who installed the railings along the ramp and fixed those leading to the parking lot need to return to paint the latter. The Township workers will be asked to recommend the best lighting for the ramp.

3. Personnel – There was no report.

4. Policy

Roe presented the revised *Prevention of Unsafe/Disruptive Behavior* policy. Jayne said Roe worked very hard on the revisions and the policy will be added to the Director's Bulletin for approval tonight. Several corrections were made: Library Rules, 1. Change "inside library premises" to "on library premises"; 18. Correct the spelling of "canvas" to "canvass."

5. Technology – There was no report.

6. Fundraising – Ellen reported that the Library will celebrate its tenth anniversary here and the committee is planning a Friday Gala event for November 4. New York bestselling author of *Reconstructing Amelia*, Kimberly McCreight, has agreed to speak at the event. Tickets will cost \$30 each, and wine, light hors d'oeuvres, and dessert will be served. The author's books will be available for purchase and autograph. Roberta said the committee proposes holding an auction and Dr. Herb Waldman will be the auctioneer. Hank Heller, library advocate and motivational speaker, has agreed to speak about the importance of donations to the library, as tax dollars pay for maintenance of the buildings, salaries and health benefits, but little else. Chris will solicit donations for prizes and for the auction as well as investigate a caterer. She said she has a lead on Finlandia Cheese, based in Parsippany. Jayne said "Save the Date" cards will be mailed soon to residents and information will be posted on the library's webpage, Facebook, Twitter, etc. The five book clubs that meet at the library will be encouraged to attend and to publicize the event to their friends. Dress for the event will be classy casual.

Jerry said this is good work and congratulated the committee and Ellen. Loretta said she will make an announcement at the Council meeting tomorrow.

Jayne said an article was placed in *Parsippany Life* soliciting volunteers to join the Friends. Chris has some friends from the Mom's Club who will help solicit prizes for the Summer Reading Club. Chris said there are a lot of local businesses that are willing to donate. Jayne said that library staff members are also soliciting prizes. Joe complimented Chris on her work in this and other areas in her short tenure on the Board. There was also discussion about having an ad journal, but it was decided that there isn't enough time. Loretta said she recently solicited ads for St. Ann Church's golf journal and it is quite difficult.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report

In response to Roberta's request for clarification about the Mt. Tabor lease, Jayne said Joe and she will meet with Ellen Sandman this week. Ellen will outline what the Township is willing to agree to with the CMA in terms of the Mt. Tabor library branch building maintenance.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To amend the Director's Bulletin, Number 203, dated May 23, 2016, to include the *Prevention of Unsafe/Disruptive Behavior* policy as submitted at this meeting, by Moses, seconded by Waldman.

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

MOTION: To approve the amended Director's Bulletin, Number 203, dated May 23, 2016 by Moses, seconded by Waldman.

In response to Roberta's request for clarification, Jayne said the Community Library Assistant is a Civil Service title given to the PR assistant.

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

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:04 p.m. by Moses, seconded by Waldman. **Motion carried.**