

**MAY 22, 2017 MINUTES OF THE REGULAR MEETING  
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

**I. CALL TO ORDER**

Vice President Roberta Chopko called the meeting to order at 7:15 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, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg (arrived at 7:23), Lisa Vallacchi, Jayne Beline  
*Absent:* Rosemarie Merola, Loretta Gragnani

**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 24, 2017 Minutes of the Library Board of Trustees Meeting by Moses, seconded by Waldman. ***Motion carried with abstention by Waldman.***

**V. PUBLIC HEARING**

The meeting was opened to the public at 7:18 pm.

- A. Friends of the Library – Roberta reported that Pat Simon predicts \$200-250 from the current book sale while the art and music sale brought in \$909. Paperback fiction will be featured later in the summer. Summer reading begins in June. There is the possibility of a bag sale in September depending upon stock. Although the Book Nook has been very slow, Pat doesn't want to cut hours.

The meeting was closed to the public at 7:22 pm.

**VI. REPORTS**

1. Finance

Jayne reported that she will do an analysis of the gas bill and investigate with the gas company why this year's bill has already exceeded last year's total expenditure. She will have the library put on a plan. This year's amount included part of December. Joe Jannarone thinks it could have to do with replacement of a heat valve.

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

2. Buildings and Grounds

Mount Tabor Branch – There was discussion about installing a security system at the Library so two staff would not be necessary during evening hours. Jayne received a \$3,600 security system estimate, but the Board questioned where the money would come from. Jerry suggested seeking recommendations from the police first. Joe wanted it on the record that he wants two people present in the evening, whether there is a security system or not. It was suggested that the CMA might be able to get a deal for a security system in all its buildings. Chris said she'd like to see evening usage statistics through the summer. It was agreed to revisit the issue in the future.

Main Library – Two estimates, one for \$6,000 and one for \$11,000, for new cameras and a new DVR system were received. Receipt of a third estimate is pending. The tech librarian said HP has a system. Jerry will check into the synagogue's system.

3. Personnel – Closed Session

4. Policy

Jayne asked for input about updating policies. Attorney Douglas Zucker suggested sending him the entire handbook. Someone suggested asking Douglas for a flat fee. Roe and Jayne discussed only sending Douglas policies they think need expert opinion. The problem is that changes to some policies necessitate changes to others, and the committee isn't always aware of where else changes are needed. Jerry asked to have policies needing updating sent electronically and the Board agreed.

5. Technology – No report.

**VII. UNFINISHED BUSINESS**

A. Questions Concerning the Director's Report

In response to Fred's question, Jayne explained that self-pick-up would be for books on hold. A person would go to a special reserve shelf to find his item. The self holds project will be piloted at the Lake Hiawatha branch.

Jayne explained that trustees are required to receive seven hours of CE annually. She asked the board's preference for trustee training via webinar or training in Morris County (at the County Library). The board preferred attending training nearby. Chris asked if the webinar could be purchased to watch on your own. Jayne will check into it.

**VIII. NEW BUSINESS**

A. Approval of Director's Bulletin

**MOTION:** To approve the Director's Bulletin, Number 213, dated May 22, 2017 by Waldman, seconded by Moses.

**AYES:** Chopko, Levine, Liparini, Moses, Preston, Waldman, Weisberg, Vallacchi  
**Motion carried.**

B. Proposal for New Recording Secretary

Jerry asked that the board consider hiring his spouse, Maxine, for the position if it is not a conflict of interest. Jayne reported that she has emailed Joni Benos and Lisa has mentioned the position to several secretaries, and Roberta asked Chris to check the MOMS Club.

IX. **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 Moses, seconded by Waldman. **Motion carried.**

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

**MOTION:** To approve Column D for the Library's health plan by Moses, seconded by Weisberg.

**AYES:** Chopko, Levine, Liparini, Moses, Preston, Waldman, Weisberg, Vallacchi  
**Motion carried.**

**MOTION:** To have the director draft a letter for the board's review to the mayor and town council informing them of the board's recommendation concerning a health insurance plan, by Moses, seconded by Weisberg.

**AYES:** Chopko, Levine, Liparini, Moses, Preston, Waldman, Weisberg, Vallacchi  
**Motion carried.**

X. **ADJOURNMENT**

**MOTION:** To adjourn the meeting by Weisberg, seconded by Waldman. **Motion carried.**