

**OCTOBER 24, 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 7:00pm 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 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 (arrived 7:01), Rosemarie Merola, Jerrold Moses, Ellen Waldman, Joseph Weisberg, Loretta Gragnani, Jayne Beline
Absent: Fred Preston, Mayor James Barberio, LeRoy Seitz, Lisa Vallacchi/Jennifer Frantz

Joe stated that there has not been a school representative for quite some time and now two have been appointed but neither is in attendance. Joe asked Jayne to write a letter on behalf of the Board to the Superintendent of Schools expressing the Board's dismay at not having a representative in attendance and hence no input from or to the school system. To have a representative is mandated by library law.

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by Chopko, seconded by Merola. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the September 26, 2016 Minutes of the Library Board of Trustees Meeting by Chopko, seconded by Merola. ***Motion carried with abstentions by Moses and Waldman.***

V. PUBLIC HEARING

The meeting was opened to the public.

- A. Friends of the Library – Roberta spoke with Pat Simon who said the mini book sales have been very successful. These include children's books, fiction, and DVDs. Sales total approximately \$1,500. Tomorrow, there will be a fundraiser at Kafé Mozart all day.

The meeting was closed to the public.

VI. REPORTS

1. Finance

Jayne reported that the Treasurer is away. The Finance Committee will meet after the Anniversary Gala. Jayne said she is impressed with Fred because in addition to his ability to do finances, he's also an artist.

2. Buildings and Grounds

Lake Hiawatha Branch Library – Roberta reported that Branch staff made good suggestions that are being incorporated in the renovation plans. She said a meeting is in order. Jayne said the architect's consultants have been working on things and that she has been involved in speaking with various people at their request. The Township Building Department reviewed the plans but the Town Planner will need to review them. Jerry asked if a backup generator is included and Jayne said it will be added to the list. Jerry asked what will happen to operating funds while the Branch is closed and Jayne said there will still be heat and electricity expenses, staff will work at the Main Library and materials will be purchased. Books will need to be stored somewhere. If any money remains, it may be used toward the Main Library's expenses. In response to Jerry's question, Joe said the public will be notified in every possible way and Jayne said there are other facilities that may be able to be used, but a definite date is necessary.

Main Library – A sign had been purchased and erected outside to advertise the Gala. Jayne noticed it was missing and spoke with various Township people and Jimmy Walsh and the police. Some of Joe Jannarone's men had picked up Cerbo signs and also the Gala sign, which has been returned. The elevator inspector wants the sign placed on the elevator door as opposed to next to the door and Jayne is fighting it.

Mt. Tabor – Jayne reported that there is still no lease agreement. Joe said the Township is working with the CMA. In the interim, the Library is being run in the same manner with the exception of Children's Story Hour.

3. Personnel

Jayne reported that two new maintenance people started work last week and they are working out well. Some local libraries are working on next year's budgets and 2% salary increases are being proposed. Jayne has not begun working on next year's budget yet.

4. Policy

After the Gala, Roe and Jayne will meet, but there is nothing urgent at this time.

5. Technology

Jayne said her report contained information on how some of the money for professional services is being used for technology. Valerie Smith and she will meet with Computer Sharp on Thursday to discuss the pricing arrangement. Jayne would like to know if some things can be done by Library staff. She explained that the company is being used as IT backup. Jerry said there are many other companies around.

6. Fundraising – Jayne reminded the Board to buy tickets to attend the Gala. So far 66 tickets have been sold. Artists may attend free. So far \$14,520 has been raised. All food and some paper products are being donated. Expenses are minimal. When you arrive, your name will be checked off on a list and you will receive three free raffle tickets and two tickets for alcoholic beverages. There will be two bartenders: one upstairs and one downstairs. Food will be downstairs and will be light appetizers. A pianist will be downstairs and hopefully a harpist upstairs. The author will be in the upstairs leisure area, where there will be seating. There will be a library supporter to give an impassioned plea for people to either bid on the artwork or make a donation toward something on the list "Additional Giving Opportunities."

Jayne showed a sample program. Chris suggested giving people an opportunity to sign up to be a Friend of the Library or to use Amazon Smile. Jayne encouraged Board Members to mingle with guests and to ask her questions about the schedule for the evening. Loretta asked if musicians were volunteers and Jayne said they are giving discounted rates. There will be a security guard present and the doors will be locked once everyone arrives. Jerry asked to have a police officer in the parking lot because alcohol is being served. Loretta will mention the Gala at Tuesday's Council meeting. The Waldmans will pick up the author and the Library will get her Uber back to Brooklyn.

MOTION: To close the Library at 3:00pm on November 4th, the day of the Gala and to give adequate notice to the public, by Waldman, seconded by Moses. **Motion carried.**

Roe said the Galliker author event was very good and more children were present this year.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report

Roe asked if the water was tested and Jayne said she is still waiting for a contact and also does not want to have to pay for it. Loretta will find out if the water was tested at Town Hall.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 206, dated October 24, 2016 by Moses, seconded by Waldman.

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

IX. CLOSED SESSION

WHEREAS, the Library Board of Trustees is about to discuss items on the agenda related to 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 Merola. **Motion carried.**

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

X. ADJOURNMENT

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