

**SEPTEMBER 26, 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, Rosemarie Merola, Fred Preston, Joseph Weisberg, Jayne Beline

Absent: Jerrold Moses, Ellen Waldman, Mayor James Barberio, Loretta Gragnani, LeRoy Seitz

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the July 25, 2016 Minutes of the Library Board of Trustees Meeting by Chopko, seconded by Preston. ***Motion carried.***

V. PUBLIC HEARING

The meeting was opened to the public.

- A. Friends of the Library – Roberta was happy to announce that the Friends are an Anniversary Gold Sponsor (\$5,000). She reported that the bag sales continue to make money. The Holiday Luncheon is set for Tuesday, December 6th. A fundraiser will be held at Kafé Mozart all day Tuesday, October 25th. By presenting a coupon the Library will receive a percentage of the diner's check. The Friends still have no new officers.

The meeting was closed to the public.

VI. REPORTS

1. Finance

Jayne reported that Al Frank sent a very nice note, enclosing a donation of \$1,000 as a bronze sponsor to the Anniversary. She read his note and circulated it.

Martha Martinez and Loretto Dapiran met with Sam Pharo, Director of Kinnelon Library, to discuss Square, which allows credit card payments. Martha is also investigating a way to use Peachtree for credit card payments. Jayne would like something in place before the Anniversary Gala.

2. Buildings and Grounds

Lake Hiawatha Branch Library – Roberta reported that when meeting with the architect, he presented 3D plans of the Library, whereby he could move things around, which was very cool. Tonight's presentation is one dimension provided by the firm. Construction should commence at the beginning of March and continue for approximately 18 months. There was discussion. Jayne reported that a list of concerns and changes will be sent to the architect.

Main Library – The elevator is now working, the phones have been converted to cable, and the front door was repaired today.

Mt. Tabor – Jayne reported that there have been a phone call and a letter about ending story time at Mt. Tabor. The letter said that the size of the group here is now too large. Jayne will settle the issue.

3. Personnel

Jayne reported that they are looking for a security guard for Lake Hiawatha to replace one who is retiring, a maintenance worker (interviews are scheduled for this week), and a Library Assistant.

4. Policy – There was no report.

5. Technology

Jayne reported that the installation of the new AV system begins tomorrow. IAV is the company East Hanover Library and some of the Parsippany schools used. Jayne said that Jerry Moses was very helpful in dealing with them and making sure that everything was correct. The only challenge is not having meetings while they are working. Jayne reminded the Board that the Township is paying for this project from capital funding.

In response to Roberta's question, Jayne said the phone conversion to cable went smoothly. The fire alarm system remains with Verizon, but Automatic Suppression will discuss other options with Jayne in the near future.

6. Fundraising – Jayne encouraged the Board to speak to neighbors and friends about attending the Anniversary Gala. Letters were sent to parents of the story time kids and parents who stopped at the Library table at Back to School Night received a flyer promoting the event. Jayne heard from Wegmans and Total Wine and she has to get back to Bottle King because they aren't giving a discount. She hasn't heard from Trader Joe's or Whole Foods. Paintings are being donated, one from Fred Preston (who received compliments from the Director and Board). Jayne said that Chris and the Fundraising Committee have been a big help. Chris wants the event publicized in the newspapers. Board members volunteered more help if needed.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report

Roe questioned Check 7370 for Miscellaneous Expenses in August. The account is well over what was budgeted and she was concerned the auditor might want to know why it wasn't broken down better. Jayne will speak with Martha. Fred pointed out that the Pension

line is also over. Jayne said she didn't have the number at the beginning of the year for the Pension line. Herb said that it's the total budget figure that is important.

B. Herb's Report Concerning Trustee Training

Jayne thanked Herb for attending and representing the Library. Herb said he learned a few new things: one that has to do with the Director's Evaluation. The form in use now is fine, but there are certain aspects of it that should be clarified for writing our responses. He'll discuss it in the future. Another item that came up asked, "Does the Library have a disaster management plan?" Jayne said that as a subset of the Town, they have one. Herb said that in Montville, a meeting was held last week with the State about disaster management. It was clearly stated that a plan should be written and distributed to all employees. Joe suggested speaking with Ellen Sandman prior to attending any training. Jayne will look into it. The last thing was that Fred Preston's name came up. They asked if he is bonded. Jayne responded that all Board Members are bonded under the Directors and Officers Liability Plan. Joe thanked Herb for attending this important training.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 205, dated September 26, 2016 by Chopko, seconded by Preston.

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

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:00pm by Preston, seconded by Merola. **Motion carried.**