

**SEPTEMBER 25, 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 7:00pm 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 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: Herb Levine, Roberta Chopko, Ellen Waldman, Rosemarie Merola, Fred Preston, Joseph Weisberg, Lisa Vallacchi, Jayne Beline
Excused: Jerry Moses, Chris Liparini, and Loretta Gragnani

III. APPROVAL OF AGENDA

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

MOTION: To amend the Agenda to include a discussion of the Mount Tabor Hours by H. Levine and seconded by E. Waldman. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the July 24, 2017 Minutes of the Library Board of Trustees Meeting by R. Merola, seconded by F. Preston. ***Motion carried with abstention by H. Levine and L. Vallacchi.***

V. PUBLIC HEARING

The meeting was opened to the public at 7:10 p.m. Roberta reported for the Friends. She said that a bag sale would be held during the month of October. The “theme” of the sale will be music and art books for all ages. Ms. Chopko mentioned that these book sales are the primary source of income for the Friends.

Ms. Chopko, Mr. Preston and Ms. Liparini have been attending the Friends interest sessions, organized by Jayne Beline. Additional sessions, including an orientation session, will be offered in the near future. Ms. Beline is hoping that some of the people interested in joining the Friends will attend the Friends Institute sponsored by the New Jersey State Library.

The meeting was closed to the public at 7:20 p.m.

VI. REPORTS

A. Finance

Jayne Beline reported that the auditors have been working on the 2016 audit. She discussed the thorough job of the auditors, and the excellent assistance given by

administrative assistant Janet Porsche and account clerk, Martha Martinez. Ms. Beline explained that she was required by the auditors to show proof that the Library is permitted to pay the federal minimum wage and not the New Jersey state minimum wage. Bob Keith, from the New Jersey State Library, Library Development Division, provided the needed documentation including the legal citations.

B. Buildings and Grounds

1. Ballot Initiative – The Board received copies of the handouts that were distributed at the NJLA public policy committee meeting, attended by Ms. Beline. She discussed how the Library will promote this initiative including a voter registration drive and she encouraged the Trustees to speak as private citizens on behalf of this ballot question. Ms. Beline will ask the Friends to write letters of support.
2. Disaster Plan – Herb Levine and Jayne met with Eric Hubner, who is in charge of Emergency Management for the Township, to discuss a disaster preparedness plan for the Library. Mr. Hubner encouraged us to keep the plan concise and if possible to summarize our plan in one page. He liked the idea of the red emergency handbook that is kept in each department. Following the meeting, as a first step, Ms. Beline asked each department to review the notebook with staff to ensure that the existing procedures are understandable.
3. Mount Tabor Hours – Ms. Beline discussed her proposal for the reduction in Mount Tabor hours. The proposal is to reduce the hours at the Mount Tabor from 36 to 22 hours and to only be open four days a week. The children’s programs will still continue to be offered on Fridays. Dr. Weisberg, board president, felt that this proposal made sense in light of the Mount Tabor branch’s library usage statistics. Jayne also cited examples of other libraries in New Jersey and the reduced hours for smaller branches. The board reiterated that they had agreed to review these hours in September and leaving the branch hours as they are currently was not a good use of library resources.
4. Personnel – Roberta Chopko represented the board at Barbara Brinkman’s retirement party. Barbara served as a library assistant at the Main Library and the Lake Hiawatha ranch. Jenny Wang will transfer from the Main Library to the Lake Hiawatha branch to fill Barbara’s vacancy. At the Main Library, two-part time library assistants will be hired to replace Jenny.
5. Policy – Modifications to existing policies – In August the Policy Committee met and reviewed the Libraries as Responsible Spaces resolution that was adopted by the American Library Association. Specifically, the committee reviewed how this resolution impacts the disruptive behavior and the meeting room policies.

The Policy Committee of Roe Merola (chairperson), Jerry Moses, and Ellen Waldman recommended that the board adopt the addition of the language prohibiting “including hate speech” to the library behavior policy and that the board approve the addition of “Meeting room attendees must adhere to the rules of the Library.” to the library’s meeting room policy.

C. Technology

As you know, Jerry Moses met with emerging technologies librarian Valerie Smith and Jayne Beline to discuss the security camera replacement proposals and the new recorder. On Jerry’s behalf, Val asked follow-up questions of the vendor. Mr. Moses is satisfied with the answers so the board was asked to approve this expenditure.

VII. UNFINISHED BUSINESS

- A. Questions Concerning the Director's Report – There were none.

VIII. NEW BUSINESS

- A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 216, dated September 25, 2017 by E. Waldman seconded by R. Chopko.

AYES: Levine, Chopko, Waldman, Merola, Preston, Weisberg, Vallacchi.

MOTION: To adopt the recommendation of reducing the Mount Tabor branch hours from 36 hours a week to 22 hours a week, and to open the branch four days a week, made by R. Merola and seconded by Ellen Waldman.

AYES: Chopko, Levine, Merola, Preston, Waldman, Vallacchi, Weisberg.

Attorney Douglas Zucker arrived at 8:30 p.m.

IX. CLOSED SESSION

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

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. Merola , seconded by E. Waldman. **Motion carried.**

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

X. ADJOURNMENT

MOTION: To adjourn the meeting at 9:00 pm by Waldman, seconded by Merola. **Motion carried.**