

**12/18/17 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 7:04 pm in the Board Meeting Room of the Parsippány 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, Christine Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg, Loretta Gragnani, Jayne Beline

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda made by Herb Levine and seconded by Jerry Moses
Motion carried.

IV. APPROVAL OF MINUTES

MOTION: To approve the 11/27/17 Minutes of the Library Board of Trustees Meeting by Jerry Moses and seconded by Herb Levine. Motion carried.

V. PUBLIC HEARING

The meeting was opened to the public at 7:10. There was no public participation.

A. Friends of the Library

1. At the Board/Staff/ Friends holiday breakfast last week, Pat Simon presented to Jayne a check from the Friends for \$11,300.00. Jayne gave the Friends a wish list. Pat Simon returned it with the expenditures for the wish list. Jayne will pass on the list to the library managers with the procedure to make purchases and acknowledge the Friends.
2. The Friends donated \$19,300 to the Library.
3. The Friends requested additional signage. They want to have their name on all flyers, brochures and on signs at the various programs that they sponsor. Jayne mentioned that this has been done but will be done to an even greater extent in the future.
4. The lobby book sale for November was \$986.00.
5. Book Nook sales for November was \$256.00.

6. Winter bag sale will be in February. There will be no lobby book sale in February.
7. The new Friends officers met with Pat Simon and the director and are in agreement regarding the future direction of the Friends. They also discussed meeting times – daytime vs nighttime.
8. The Friends will meet with the library board treasurer to determine how to prioritize fundraising.

The meeting was closed to the public.

VI. REPORTS

A. Finance – Fred Preston presented an overview of the budget.

1. There was a discussion regarding library employees that are included in the town's medical benefits. However, the library staff have a different level of coverage than the town employees and pay a larger co-pay. The library employees would like to have the same benefits as the town employees.
2. Salaries will be increased by 2%. The total number of employees is down from 75 to 65.
3. It was discussed at the Morris County directors meeting that the state minimum wage will be raised. This will mean that many other jobs will pay more than the starting salary the library will offer.
4. M.A.I.N. membership has increased by \$14,000.
5. Revenue fines are included with the library fees income line.
6. Jerry Moses urged the Finance Committee to ask for what is needed to operate a successful library. It was noted that the library has already made several cuts to the library's budget.
7. If the library is able to get sufficient funds, the definite need is for books, audio visual materials and periodicals to be built back up. It's a catch-22 that if we don't have enough materials, the library is less attractive to the people using it.
8. The Sunday hours grant covers the cost of having the library open on Sundays.

B. Buildings and Grounds

Roberta discussed the installation of a gas line at the Lake Hiawatha branch. Jayne reported that an estimate for \$25,000.00 was received to convert from oil to gas. This would include the furnace.

The plan is to stay with oil until the construction project begins. Buildings and Grounds will need to meet to review the other contracts.

C Personnel

Jayne reported that four candidates were interviewed for the program planner position. The library plans to offer the position to the one person who has the most experience as a program planner.

D. Policy

During a recent meeting to discuss the amount of vacation time carried over and how to manage it, the leadership team suggested reducing the amount of vacation that could be carried over from ten days to five days. Following Civil Service guidelines, sick time may be carried over from year to year but there is no payout at the time of resignation.

The policy chairperson will bring a policy concerning the program proposals to the next meeting.

E. Technology

Valerie was trained on the use of the security cameras and she will be training the security guards.

F. Nominating

Herb reported that the following officers were being retained for the next two years:

President - Joseph Weisberg
Vice President- Roberta Chopko
Secretary- Ellen Waldman
Treasurer- Fred Preston

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report

Christina made a note that the library visit was at Mt. Tabor School, not Littleton School as noted in the director's report.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 219 dated 12/18/17 made by Jerrold Moses, seconded by Herb Levine.

AYES: Roberta Chopko, Herb Levine, Christina Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg

Amendment the Director's Bulletin: Check # 41501 in the amount of \$957.16, made payable to Amazon, will need to be voided. The check should have been paid from the Foundation.

MOTION: To approve the amended Director's Bulletin by Fred Preston, seconded by Jerry Moses.

B. Other New Business

1. Joe Weisberg met with the new mayor-elect. He reported that the meeting went very well. The attitude is that the library has a positive image in Parsippany.
2. Fred Preston and Herb Levine reported on attending the meeting at Montville Library called "Sustainable Thinking and Resilience". Libraries need to try to transform the community.

The focus was on the need to entice the 21- to 41-year-old age group to use the library more. One way to do this would be to have more of a presence at some of the activities this age group would go to (grocery stores, parks, school events and sporting events, etc.).

Our idea is to have some sort of vehicle that library personnel would use to go to these places and locations. The goal would be to increase the count of people entering the library. Ellen, Jerry, Fred and Herb will work together on a committee to put together grants to compete for funds to cover the vehicle costs, insurance etc.

3. Jayne reported that the New Jersey Library Association was able to get the Johnson Bill passed. This allows for an increase in the library tax based on voter approval. The governor still has to sign this bill.
4. Jayne will be scheduling a meeting on January 17 with local community organizations, such as the PAL, churches and the Woman's Club. The different organizations will share their materials and the dates and topics of programs they have planned for the upcoming year.

X. **ADJOURNMENT**

MOTION: To adjourn the meeting at 8:07 p.m. made by Jerry Moses and seconded by Ellen Waldman. **Motion carried.**