

**11/27/17 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 7:00 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, Rosemarie Merola, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg, Mary Kane, Loretta Gragnani, Jayne Beline

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by Jerrold Moses, seconded by Rosemarie Merola ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the 10/23/17 Minutes of the Library Board of Trustees Meeting by Roberta Chopko, seconded by Fred Preston ***Motion carried with abstention by*** Ellen Waldman.

V. PUBLIC HEARING

The meeting was opened to the public at 7:05 pm. There was no public participation.

- A. Friends of the Library – Roberta Chopko reported on behalf of the friends.
1. The Holiday Book Sale will begin 12/1/17.
 2. The Holiday luncheon is scheduled for 12/12/17.
 3. A wish list was presented to Pat Simon so that the Friends could determine how to spend the funds that were raised.
 4. There will be a need for a formal layout of fundraising plans from the Friends.

The meeting was closed to the public.

VI. REPORTS

A. Finance

1. Treasurer Fred Preston discussed the pay to play regulation. If the Library spends more than \$17,500 a year with a vendor, that vendor must complete the pay to play forms used by the township.

2. Cost saving measures and the proposed budget were also discussed. The board suggested ways that the Makerspace area could be used more efficiently and they discussed other ways to attract more users.

B. Buildings and Grounds

1. The Ballot Bond Fund for library construction was approved. The New Jersey State Library will set the grant guidelines.

Ms. Beline will join in a meeting with other NJLA officers and the state librarian to meet with Dr. Pruitt, president of Thomas Edison University. TEU will oversee the state library's work on this project.

2. The burglar and fire alarms were discussed and Jayne asked the board to consider hiring a person to handle building and grounds issues.

C. Personnel – There was no report

Salary ranges were discussed. The auditor sets the requirement that the board approve salary ranges on a yearly basis.

D. Policy

The committee is meeting to discuss a program policy, specifically, a policy for local businesses who want to present programs to the public. The board discussed whether or not the businesses should be charged to present a program. Jayne will ask the other MAIN directors about the policy and procedures used at their libraries.

E. Technology

The new security cameras have been installed and the vendor will be scheduling a training session with Valerie Smith.

VII. UNFINISHED BUSINESS

- A. Questions Concerning the Director's Report – There were no questions.
- B. Nominating Committee Report – Herb Levine, chairperson of the Nominating Committee, asked that board members speak to him following the meeting if they are interested in serving in an office. Herb and co-chair Chris Liparini will submit the slate of officers at the December meeting.

VIII. NEW BUSINESS

- A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 218, dated 11/27/2017 by Moses seconded by Waldman.

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

B. Other New Business

Jayne mentioned that there will be a MAIN workshop opportunity on 12/6/17 in Montville. The workshop is titled “Sustainable Thinking and Resilience” with speaker Rebecca Smith Aldridge. Board members are welcome to attend but must register for the program.

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:20 pm by Moses, seconded by Waldman.
Motion carried.