

**January 22, 2018 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, Emily Peterson, Rosemarie Merola, Jerrold Moses, Ellen Waldman, Joseph Weisberg, Dana Ahmuty, Jayne Beline, Mayor Michael Soriano

Excused: Fred Preston, Ilana Scherer

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by Jerrold Moses, seconded by Ellen Waldman. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the 12/18/17 Minutes of the Library Board of Trustees Meeting by Jerrold Moses, seconded by Ellen Waldman. ***Motion carried***

V. PUBLIC HEARING

The meeting was opened to the public at 7:08 pm.

A. Introduction of New Board Members

President Weisberg welcomed the school superintendent's alternate Dana Ahmuty and council liaison Emily Peterson.

B. Swearing In

Mayor Soriano administered the oath of office to the library board members. The mayor invited the board to attend a dedication ceremony at town hall. On February 6, 2018, the mayor and council will dedicate a plaque to honor the memory of former mayor Henry Luther. The Luther family will be present and Mayor Soriano is looking for a good turnout.

C. Friends of the Library

Roberta Chopko reported that Chris Liparini will be the new president of the Friends of the Library. The other officers will be:

Pat Simon – Treasurer
Carolyn Fennell – Secretary
Vice-president – still pending

Chris has established several committees.

The first fundraiser will be a prom gown donation and purchase program. Other future fundraisers include: summer wine and appetizers, a shredding event and a holiday shopping babysitting program. In 2019, the Friends are planning a miniature golf event in the library.

The Friends plan to donate funds associated with the fundraising audience. For example, proceeds from the prom gown sale will be used to pay for teen programs.

The meeting was closed to the public.

VI. REPORTS

A. Finance

Jayne Beline, Ellen Waldman and Joe Weisberg met with the mayor to discuss the 2018 budget. The library's 2018 budget cannot be approved until the medical insurance costs are determined. The library representatives explained to the mayor and township administration that the library has no significant carryover.

B. Buildings and Grounds

1. Roberta Chopko reported that there will be a need to schedule a meeting to review the building contracts.
2. People have been coming up to the front door and when they find that the library is closed, they shake the doors. As a result, the burglar alarm sounds and the police are called to the building. Jayne will speak to a locksmith about the front door issue. It was suggested that a gate be installed across the front entrance.
3. President Weisberg reiterated that the Lake Hiawatha branch building desperately needs to be updated. The Buildings and Grounds Committee will be meeting with the library's architect to make sure that all aspects are ready in relation to the grant.

C. Personnel

1. Jayne reported that Kerrie Jones was recently hired as the part-time program planner.
2. At the recent budget meeting, the mayor requested a list of the library staff hours and salaries. This list was submitted to the mayor.

D. Policy

1. Rosemarie Merola reported on the draft program policy. This policy will enable the library to set up a Program Evaluation Committee. This committee will determine the types of programs the library would like to offer. This policy establishes that the library has a “no sell” policy.
2. For-profit groups may book the meeting rooms for a fee. The board will raise the fee amounts.

E. Technology

1. It was proposed that the new name for this committee will be Technology and Strategic Planning.
2. Training has been completed on the security cameras.
3. In response to a question from board member Jerry Moses, Jayne will be reviewing cloud storage with Valerie Smith, emerging technologies librarian.
4. There was a proposition from M.A.I.N. regarding “walk-in” borrowing privileges for non-library supported communities. If it can be negotiated with MAIN, the Parsippany Library Board wishes to accept the freeholders’ proposal, which would mean a \$14,000 saving for the Library.
5. Technology planning will need to be a part of the building project for the Lake Hiawatha branch.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director’s Report

There were no questions.

VIII. NEW BUSINESS

A. Approval of Director’s Bulletin

MOTION: To approve the Director’s Bulletin, Number 220, dated 1/22/18 by Ellen Waldman seconded by Rosemarie Merola.

AYES: Roberta Chopko, Herb Levine, Rosemarie Merola, Jerrold Moses, Ellen Waldman, Joe Weisberg, Dana Ahmuty.

MOTION: Made by Jerry Moses and seconded by Roe Merola to amend item I. E. of the Director’s Bulletin, Number 220, dated January 22, 2018, to read “**Be it resolved** that the library has requested that the following vendors complete Appendix A to qualify under Pay to Play guidelines: Douglas Zucker for legal counsel; Baker and Taylor for books and media; Midwest tape for media; Staples for library and office supplies; Amazon for supplies.” **All ayes.**

B. Painting Sale

Roberta Chopko purchased the horse painting donated as part of the library gala auction for \$200 and donated it to a riding academy in Boonton.

C. Parking Lot Use

Jayne was contacted by Microstrategies. The company wants to use approximately 30 spaces of the Main Library's parking lot for two days. It was proposed that the company donate a "rental fee" of \$25 per car for each day. Jayne will contact the company with this proposal.

D. Tasks for the Next Board Meeting

New meeting room policy

IX. ADJOURNMENT

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