

**4/23/18 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 6, 2018, issue of the *Daily Record*. Notice has been posted on the bulletin board in the municipal building and the three library branches.

II. ROLL CALL

Present: Joseph Weisberg, Roberta Chopko, Fred Preston, Herb Levine, Ilana Scherer, Jerrold Moses, Dana Ahmuty, Emily Peterson, Jayne Beline

Excused: Rosemarie Merola, Ellen Waldman

III. APPROVAL OF AGENDA

MOTION: To approve the agenda as amended – moving the closed session discussion of contracts to the beginning of the meeting – made by Jerrold Moses and seconded by Roberta Chopko. **All ayes. Motion carried.**

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 3/26/18 Minutes of the Library Board of Trustees Meeting made by Jerrold Moses and seconded by Fred Preston. **All ayes. Motion carried.**

V. PUBLIC HEARING

The meeting was opened to the public at 7:05 PM.

A. Friends of the Library

Chris Liparini reported the good news about recent fundraisers:

1. The Habit Burger fundraiser raised \$137 for the Library, and the Prom Dress sale brought in about \$1400. The prom dress sale also resulted in great public relations for the Library.
2. Lobby sales have also been successful.
3. On 6/5/18 and 6/6/18 there will be an Annabella's Restaurant fundraiser.

4. The Friends group is also planning a Bollywood movie night on 6/8/18. The Friends are hopeful that this presentation will bring in a large crowd since it is being planned to target a large segment of our population.
5. On 9/22/18 there will be another fundraiser called “Storybook Breakfast”.
6. The Friends need assistance and/or feedback regarding the heat and electricity problems at the Nook. Jayne Beline said she would address this problem.
7. The next Friends meeting will be on May 19 at 10:00AM.

The Meeting was closed to the public at 7:12 PM

VI. CLOSED SESSION

Motion to go into closed session:

WHEREAS, these matters would be more appropriately discussed without the attendance 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 Jerrold Moses and seconded by Fred Preston.

MOTION: To come out of closed session at 8:10 PM by Jerrold Moses and seconded by Fred Preston.

VII. REPORTS

A. Finance

Ms. Beline asked that the Library’s audit be completed prior to Janet Porsche’s retirement. The Auditor will be at the Library beginning on 5/7/18.

The library was a beneficiary in a customer’s will and received \$50.

The Library received a check for \$2000.00 from ADP which will be used for the Summer Reading children’s programs.

B. Buildings and Grounds

1. There was a discussion about the Lake Hiawatha branch library. Mayor Soriano would like to see a new library branch erected in the parking lot across the street from the existing library.
2. Jayne contacted Netta Architects, and the company said that they would do a study to evaluate the area at an approximate cost of \$52,500. This study would need to be done to prepare for a grant submission for the state bond grant funds in the fall. There is approximately \$36,000 in the remaining AV Library fund; the Library may need to finance an additional \$17,000.
3. Jayne and Emily said they will talk to Netta Architects.
4. Herb, Roe and Jayne met with Donnelly Energy to discuss the energy audit. The library would apply for a three-year, interest-free loan from New Jersey Natural Gas to replace the cooling and heating units and modify the electricity. The library is waiting for a revised proposal from Donnelly Energy.

C. Personnel

The Library will be advertising for a part-time (20hrs/week) position for an administrative assistant. Maria Crawford will assume the full-time position in June, replacing the personnel aspects of Janet Porsche's job. Her responsibilities will include the payroll, employee leave statements, and pensions, in addition to her human resources duties. She is enthusiastically learning the personnel aspects of Janet's duties.

D. Policy

Jayne is requesting a vote of approval of the Anti-Nepotism Policy. The "immediate family" wording in the policy was not consistent with other adopted policies.

E. Technology and Strategic Planning

Jerry proposed an idea for the cloud called "Amazon Glacier". A decision must be made regarding how large a file size would meet the library's needs.

VIII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

IX. OLD BUSINESS

Jayne reported that on 4/22/18 Joanne Young presented the "It's a Beautiful Day" program at the Main Library. Jayne asked if the Board Members would consider attending some future Sunday programs to show their support.

X. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 223 dated 4/23/18 made by Jerry Moses seconded by Fred Preston.

AYES: Joseph Weisberg, Roberta Chopko, Fred Preston, Herb Levine, Ilana Scherer, Jerrold Moses, Dana Ahmuty

B. Other New Business

Roberta read a letter from former board member Jeff Dickerson.

XI. ADJOURNMENT

MOTION: To adjourn the meeting at 8:45 PM made by Jerry Moses and seconded by Fred Preston. **Motion carried.**