

**5/21/18 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 7:04 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 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, Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Jerrold Moses, Ilana Scherer, Mary Kane, Emily Peterson, Jayne Beline

**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 Jerry Moses and seconded by Roberta Chopko. **All ayes. Motion carried.**

**IV. APPROVAL OF THE MINUTES**

**MOTION:** To approve the 4/23/18 Minutes of the Library Board of Trustees Meeting made by Jerry Moses and seconded by Fred Preston. **All ayes. Motion carried with abstention by Ellen Waldman and Rosemarie Merola**

**V. PUBLIC HEARING**

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

**A. Friends of the Library**

Roberta Chopko reported for the Friends.

1. Roberta reported that book sales were approximately \$1000.per month.
2. Lobby sales have also been successful.
3. On 6/5/18 and 6/6/18 there will be an Annabella's Restaurant fundraiser from 1:30 to closing, dine in or take out. Annabella's will donate 15% to Library.
4. The Friends group is also planning a Bollywood movie night on 6/8/18 from 6-9 PM and will need food donations.

5. On 9/22/18 there will be another fundraiser called “Storybook Breakfast” and Friends would like volunteers from the council members.
6. The Friends are hoping to increase visibility by sitting at tables and wearing buttons to identify themselves at various programs and during high traffic times.
7. The Friends contributed \$205 to the Lake Hiawatha paperback summer book club, \$106 to the Lake Hiawatha early literacy backpacks, \$540 for the Lake Hiawatha ESL Launchpad, \$250 to sponsor the Tea for Three Program and \$50 for Chromecast equipment.
8. The Friends would like to thank Fred Preston for reviewing the budget.
9. The Friends would also like to thank Samantha Insetta for attending the recent meeting.

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

## **VI. CLOSED SESSION**

Motion to go into closed session by Jerry Moses and seconded by Fred Preston.

**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, THERERFORE, 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 8:00 PM by Jerrold Moses and seconded by Fred Preston.

## **VII. REPORTS**

### **A. Finance**

Fred reported that the audit has been completed and we are waiting for the draft report.

Jayne reported that Millennium Strategies was hired to write grants for the township. They wrote a grant for Dollar General asking for \$3,900.00 for the Brain Quest program for kids.

B. Buildings and Grounds

Roberta reported that she met with Jayne regarding the HVAC contract. The decision was made to switch to JMB Mechanical. They negotiated a price of \$5,100, saving approximately \$400. Also, the hourly rate and overtime amount will cost less, which will provide an overall savings.

C. Personnel

Samantha Insetta will be resigning to take a job as head of children's services at the New Providence library.

D. Policy

No new policies

E. Technology and Strategic Planning

Jerry found that the current video system stores 70 days of video. The library will continue to use that system.

**VIII. UNFINISHED BUSINESS**

There were no questions concerning the Director's Report.

**IX. OLD BUSINESS**

There was no old business.

**X. NEW BUSINESS**

A. Approval of Director's Bulletin

*Motion to amend the Director's Bulletin as follows:*

1. to include \$5100.00 for the HVAC company;
2. to include a vote on the selection of the Library Health Insurance Plan;
3. to vote on spending \$17,000.00 for the Lake Hiawatha feasibility study

made by Jerry Moses and seconded by Fred Preston.

1. Vote to approve the JMB Mechanical HVAC contracts. **All ayes**
2. Vote to stay with the current medical insurance plan. **All ayes**
3. Vote to approve spending \$17,000.00 towards the feasibility study for the Lake Hiawatha Library. Motion Carried.

**Ayes:** Rosemarie Merola, Ellen Waldman, Herb Levine, Ilana Scherer, Mary Kane and Joseph Weisberg

**Nays:** Roberta Chopko, Fred Preston and Jerry Moses

**MOTION:** To approve the Directors Bulletin Number 224 dated 5/21/18 as amended made by Jerry Moses seconded by Fred Preston.

**AYES:** Joseph Weisberg, Roberta Chopko, Rosemarie Merola , Fred Preston, Ellen Waldman, Herb Levine, Jerrold Moses, Mary Kane, Ilana Scherer

B. Other New Business

Jayne wanted to thank Dana Ahmuty and Mary Kane for making a connection with the Brooklawn Middle School music department. The students will be performing at the Main Library on 5/31/18 at 6:00 PM.

On Sunday 5/20, there was a Royal Wedding tea conducted by Debbie Insetta and Kerrie Jones. The group watched clips from the Royal Wedding, made fascinators and enjoyed tea and scones.

**XI. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:18 PM made by Jerry Moses and seconded by Fred Preston. **Motion carried.**