

**6/18/18 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, Ellen Waldman, Ilana Scherer, Mary Kane, Emily Peterson, Jayne Beline

Excused: Fred Preston, Herb Levine, Jerrold Moses

III. APPROVAL OF AGENDA

MOTION: To approve the agenda made by Roberta Chopko and seconded by Rosemarie Merola. **All ayes. Motion carried.**

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 5/21/18 Minutes of the Library Board of Trustees Meeting made by Roberta Chopko and seconded by Rosemarie Merola. **All ayes. Motion carried.**

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. A check was received from the Annabellas fund raiser for \$258.00
2. Lobby sales are still going very well. However, the Book Nook sales are not as successful.
3. The American Library Association Trustee and Friends newsletter reported on our successful prom dress sale fundraiser.
4. The Friends are trying to encourage teachers to use the Book Nook and take advantage of the Library Book sales.

The Meeting was closed to the public at 7:10 PM

VI. CLOSED SESSION

Motion to go into closed session by Ellen Waldman and seconded by Roberta Chopko.

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.

MOTION: To come out of closed session at 7:15 PM by Ellen Waldman and seconded by Roberta Chopko.

VII. REPORTS

A. Finance

The audit has been completed and the Library is waiting for the draft. The auditor will be invited to the next meeting. Also, a suggestion was made to have a town representative attend the meeting.

B. Buildings and Grounds

The Lake Hiawatha environmental site assessment was done and no contamination was found. Bond grant funds were discussed. The Business Administrator attended a county meeting and obtained information about the Bond grants. The State Librarian said the guidelines will be reviewed by the state treasurer and other departments by the end of summer. Then a 30-day period will begin for comments. In the next week, the State Librarian will send a list of what the libraries will be expected to prepare, once the guidelines are released.

The air conditioning is not working properly in the paperback section of the Main Library and the new HVAC contractor did the repairs. Also, at the Lake Hiawatha branch, some of the light bulbs are being replaced with longer lasting, more efficient LED bulbs

C. Personnel

Janet Porsche is retiring and an invitation was extended to the Board Members to attend a celebration in her honor. Gina McCrostie is currently training to take over Janet's position, on a part time basis.

D. Policy

No new policies.

E. Technology and Strategic Planning

Strategic Planning – Not ready to apply for the grant and not sure if money is still available for strategic planning.

LibraryLINK NJ provides a delivery service and their Board explained that they do not have enough money in the budget to cover deliveries. LibraryLINK NJ receives funding from the State library through library network funds. Morris County librarians voted against accepting the LibraryLINK NJ budget. The organization is contracting with the same delivery carriers as we had before. Deliveries between the libraries had not been made on a timely basis and so they opted to use a different carrier. The LibraryLINK NJ members voted that we should not have to pay more than \$500 every 6 months for delivery service. MAIN will probably end up setting up their own delivery 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 approve the Directors Bulletin Number 225 dated 6/18/18 made by Ellen Waldman seconded by Rosemarie Merola.

AYES: Joseph Weisberg, Roberta Chopko, Rosemarie Merola, Ellen Waldman, Mary Kane, Ilana Scherer

XI. ADJOURNMENT

MOTION: To adjourn the meeting at 7:30 PM made by Ellen Waldman and seconded by Rosemarie Merola. **Motion carried.**