

**7/23/18 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 7:03PM 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, Emily Peterson, Jayne Beline

Excused: Dana Ahmuty

III. APPROVAL OF AGENDA

MOTION: To approve the agenda made by Jerry Moses and seconded by Ellen Waldman. **All ayes. Motion carried.**

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 6/18/18 Minutes of the Library Board of Trustees Meeting made by Jerry Moses and seconded by Ellen Waldman. **All ayes. Motion carried.**

V. PUBLIC HEARING

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

A. Friends of the Library

There was no report for the Friends.

Jayne proposed an amendment to the Agenda to have the report from the Auditor and to add a closed session to the Agenda.

Motion to approve amendment to Agenda by Jerry Moses and seconded by Ellen Waldman. **All ayes. Motion carried.**

Motion to approve the agenda as amended by Jerry Moses and Ellen Waldman.
All ayes. Motion carried.

The Library auditor, Andy Pascale, attended the meeting and gave a brief report and distributed the audit reports with the exact figures on the revenue and expenses for the years 2016 and 2017.

The yearly audit will now be filed with a copy to the Library, to the State of New Jersey and Jayne will send a copy to the Township.

Emily Peterson will also take copies of the audit to the next town meeting and share with the town Business Administrator.

The auditor recommended that the Library settle a new lease for the Mt. Tabor branch. There is no lease in effect at this time.

Jayne spoke about the internal controls that the Library has in place. Mr. Pascale commented that the library has great budget reports, balances and reconciliations. He also said the Finance department was very good.

The auditor made the statement that the library has excellent internal controls over the finances and budgets.

VI. REPORTS

A. Finance

Treasurer Fred Preston reported that there is nothing outstanding to report.

Jayne said that in terms of our budget the major expenses are usually due in the beginning of the year.

The assessment for MAIN was a large expense. Also, Friends will allocate money from their fundraisers to the Library on a more regular basis. Jayne and Chris plan to visit local businesses to see if they would be willing to donate to the library.

It was suggested that businesses that support the library could advertise on the website.

The auditor also mentioned that funds from the town are owed to the Library.

B. Buildings and Grounds

Jayne had a conversation with the Mayor regarding the Lake Hiawatha project. The new library will be built in the parking lot.

Jayne is proposing that the Board and a Friends representative attend a meeting on August 7th at 7:30PM to see if the town council will support the hiring of an architect to draft plans for the Lake Hiawatha branch.

There is a CBGB grant for a walkway for the handicapped and a patio area outside the main Parsippany library. The estimates are being reviewed by Roberta Chopko and Jayne Beline.

The adult reader chairs and the Cozy Book couch are being repaired at Eamonn's upholstery shop.

The Meeting was closed to the public at 7:43 PM

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.

Motion to go into closed session by Jerry Moses and seconded by Ellen Waldman.

C. Personnel

Janet's retirement date needs to be changed by one day. Maria Crawford, HR coordinator has asked to work 4 days per week instead of 5. Jayne felt that would be fine and would meet the needs of the Library.

After a resignation of a Library assistant, there is a Wednesday shift to cover at the Mount Tabor library. Library assistants from another department will be assigned to this shift.

There is a need to rewrite a contract for Joe Jannarone to care for the library building. Joe is paid \$800 per month to work for the library before or after his town hours.

D. Policy

No new policies

E. Technology and Strategic Planning

No report

VII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Motion to amend the Director's Bulletin to change the date of Janet's retirement and accept the Audit.

B. Vote on the amended bulletin **All Ayes**

C. Approval of Director's Bulletin as amended

MOTION: To approve the Directors Bulletin, Number 226 dated 7/23/18 made by Jerry Moses seconded by Ellen Waldman.

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

D. Other New Business

X. ADJOURNMENT

MOTION: To adjourn the meeting at 8:00 PM made by Jerry Moses and seconded by Ellen Waldman. **Motion carried.**