

**9/24/18 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 7:02PM in the Board Meeting Room of the Parsippany Library. The purpose of this meeting was 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: Roberta Chopko, Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Jerrold Moses, Mary Kane, Emily Peterson, Jayne Beline, Joseph Weisberg

Excused: Ilana Scherer

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 7/23/18 Minutes of the Library Board of Trustees Meeting made Jerry Moses and seconded by Rosemarie Merola. **All ayes. Motion carried with abstention by Mary Kane.**

V. PUBLIC HEARING

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

A. Friends of the Library

Roberta Chopko reported for the Friends.

1. The Friends have gained 3 active members.
2. Book Nook had a soft opening in late September.
3. \$800 was raised at the Storytime Breakfast.
4. It was suggested that High School students could get service hours for helping out. However, these students would need adult supervision.

5. Roberta volunteered to do scheduling for Book Nook.
6. One of the main concerns for Book Nook is getting books to sell.
7. Jayne encouraged Board members to get people involved to join or Volunteer for the Friends.

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

VI. REPORTS

A. Finance

Fred had a meeting with Martha Martinez and Jayne Beline.

Cutbacks are happening as we have instituted a freeze on the purchase of books so that we can better handle our cash flow issues.

Jayne reminded the Board that the M.A.I.N. assessment has increased.

The mandated, equalized, valuation number is released the week of October 1. This information will be needed to plan our budget.

B. Buildings and Grounds

The Board will go before the town council on October 16th to request funds for the Lake Hiawatha branch library. Jayne will ask for approval to pay for the architectural services and will ask Council to pass a resolution to match the grant funds.

Emily announced that the town hired a new Business Administrator. He will be approved at the September 25th Township Council Meeting. He knows about the bond grant funds and has worked with the Library director in his Town.

The budget is estimated to be 4-6 million for the new library.

Millennium strategies sent suggestions on how to get ready for the grant.

It will soon be a year since the New Jersey State Construction act grant was approved by 60% of the voters.

C. Personnel

Jayne hired an internal candidate to fill the program planner position. However, that employee's job needed to be filled. A new employee was hired and will begin on October 1st.

D. Policy

There is a need to add a new rule on The Prevention of Unsafe/Disruptive Behavior Policy. The change would be the addition of Rule #21 regarding taking photographs of anyone in the library without their permission.

Jerry Moses suggested that permission for photographs of minors must be given by their parents (in writing or on the phone).

Jayne will revise the policy and will check with the attorney for the proper wording.

There is an expectation of privacy when a person is inside the library.

E. Technology and Strategic Planning

No report.

VII. UNFINISHED BUSINESS

Questions concerning the Director's Report

Jerry asked about the trucks parked in the main library lot and getting the fence replaced. Construction vehicles owned by a private company have permission to park in the lot. They are there to improve the township roads. Questions arose as to whether these trucks would damage the parking lot. The town owns the library and the lot so they would have to give permission for the trucks to park there.

New Jersey Natural Gas asked what they could do for the library to make up for the inconvenience of having these trucks in the lot. Jayne asked if they could donate funds for a new fence.

It was implied that a new fence would not be approved. Herb Levine commented that the town engineer, not the library, should negotiate with the construction company for a new fence.

VIII. NEW BUSINESS

Joe would like Jayne to write a letter of commendation to John Pagnotta to thank him for his many efforts to help out the library with building problems.

Also, Joe would like a letter to be sent to Jim Hecht, Library consultant, to thank him for his volunteer efforts. Mr. Hecht conducted the Lake Hiawatha focus groups and wrote a summary report. This report will be needed for the grant application.

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 227 dated 9/24/18 made by Rosemarie Merola seconded by Ellen Waldman.

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

B. Other New Business

There was discussion as to whether the library must have a notary public on the premises and whether there would be a fee charged for this service. Other town libraries do offer this service.

On the topic of the value of libraries, Jayne recommended that the Board read *Palaces for the People*, a book by Eric Klineberg.

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 7:47 PM made by Jerry Moses and seconded by Rosemarie Merola. **Motion carried.**