

**10/22/18 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 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, Ilana Scherer, Dana Ahmuty, Emily Peterson, Joseph Weisberg. Library Director Jayne Beline was also present.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 9/24/18 Minutes of the Library Board of Trustees Meeting made by Jerry Moses and seconded by Rosemarie Merola. **All ayes.**

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. Many volunteers have stepped forward to help sort books in preparation for the bag sale which will be held from 11/1/18 - 11/11/18.
2. The Friends have gained new members each month.
3. A Monday Morning group has been formed to go through the donated books at the main library to prepare for the book sale.
4. Many members have taken on an active role during the Friends of the Library Week. There are social media posts about craft projects and storytime. There will also be a Friends membership table at the Main library.

5. The Storybook Breakfast earned \$800 and NJ Manufacturers presented a \$500 check. On 10/30 Brunos on Route 10 will hold a fundraiser. Customers will receive 15% off their lunch and dinner bill.
6. There will be a bag sale held from 11/1/11 and there is plenty of stock. A special preview night will be held on Thursday.
7. The Friends wrote a check for \$7500 and approved another \$500 toward the pilot Book Club Program for students in after school SKIP.
8. Jayne suggested the Board Members check out the Library main desk for the Friends "Thank You" poster and special treasure chest to celebrate Friends week.

VI. REPORTS

A. Finance

Jayne spoke about the statewide delivery system through LibraryLink NJ and how she serves on the MAIN delivery task force.

There was a delivery mix-up a few months ago. This had a tremendous impact on the LibraryLink NJ budget. The cooperative, a 501C3 may have to dissolve unless they receive \$370,000 from the state. Parsippany will have to pay \$500 from January to June for deliveries for the Main library. The library already pays about \$4000.00 per year for the branches.

As of June 2019, some changes will have to be made. Delivery may have to be done on a County basis.

Budget Hearing

Fred Preston, Herb Levine and Rosemarie Merola accompanied Jayne to the budget hearing with Township administration. The Library requested \$130,000 more than the mandated funding. Funding has been flat over the last 6 years and expenses, particularly the MAIN assessment and health insurance costs, have increased.

Jayne also requested additional funds to repair the main Library fence. A state contract approved Fence Company visited and submitted an estimate of what it would cost to repair the fence. Keith Kazmark promised the fence will be fixed.

Cash flow issues were also discussed and Anne Cucci will now wire transfer funds on the 1st of every month.

The Township Budget will not be passed until March, so the Library won't know until then how Sunday hours will be funded. It costs approximately \$1000 to be

open each Sunday. However, the library would like to remain open on Sundays during the first quarter of 2019 until the Township budget is passed.

At the meeting, Business Administrator Keith Kazmark seemed very willing to listen to and carefully consider the Library's concerns.

B. Buildings and Grounds

Herb Levine, Rosemarie Merola and Jayne Beline met with Mayor Soriano and Keith Kazmark to discuss the Lake Hiawatha Branch and the results of the focus group meeting. The mayor would like to see a new branch building and he wants the Library Board to secure estimates from two architects to prepare the documents for the grant application. Jayne sent a request for proposal to BKP and Netta.

At our meeting, Jayne also mentioned that it is her understanding that some council members feel it is not prudent to build a new Library if the Township can't adequately support the buildings we already have. The Business Administrator asked Jayne about her vision for the Lake Hiawatha branch.

The next step is to receive the proposals from the two architectural firms. Then the buildings and grounds committee will meet, evaluate the proposals and then make a request to the Township Council.

C. Personnel

No report.

Jayne discussed that it is difficult for the management team to schedule so many part timers. It is a challenge not to be able to offer full time employment.

D. Policy

Jayne is waiting to contact Attorney Zucker so that she can group together some other pending legal questions. To date there have been no additional problems with customers taking unauthorized photos.

E. Technology and Strategic Planning

No Report.

VII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 228 dated 10/22/18 made by Fred Preston, seconded by Rosemarie Merola.

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

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 7:42 PM made by Jerry Moses and seconded by Ellen Waldman. **Motion carried.**