

**11/26/18 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 7:01PM 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: Roberta Chopko, Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Emily Peterson, Jerrold Moses, Mary Kane, Jayne Beline, Joseph Weisberg.

Ilana Scherer arrived at 7:10PM.

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 10/22/18 Minutes of the Library Board of Trustees Meeting made by Jerrold Moses and seconded by Rosemarie Merola. **All ayes. Motion carried.**

V. PUBLIC HEARING

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

Joe Weisberg discussed Sunday hours. The Library will open Sundays during the first quarter of 2019 and the Board is hoping funds will be awarded by Council for the remainder of the year.

A. Friends of the Library

Roberta reported for the Friends.

1. Bag Sales have been strong and the sale has been extended until the end of the month. Then a transition will be made to a lobby sale of "like new" books for holiday giving.

2. The Friends are using New Legacy books to take discards with a minimum of 50 boxes. The Friends receive 15% of anything that New Legacy sells.
3. Membership and active volunteer participation is up. Last month six new members were added. There will be a change in dues for 2019. A separate "family" category will be available for \$20. Individual membership will be \$15.
4. Cindy Czesak will be coordinating volunteer efforts at the Main Library. She will also communicate with the Nook to make sure things are running smoothly at both locations.
5. The Friends thank Jayne and her staff for their patience and support. The Friends are keeping track of their volunteer hours as Jayne has to submit volunteer hours as part of the state report.
6. Members are looking forward to their holiday luncheon on December 11th at 1:00 at Bruno's. Jayne will be presented with a \$3000.00 check to go towards 2019 programming.
7. The prom dress sale will begin early in 2019. The Friends look forward to this and many other successful programs in 2019.
8. The Bruno's fundraiser raised \$136.60.

VI. REPORTS

A. Finance

The Library is waiting to see if the Town will award \$130,000 over the mandated appropriation amount. Employer share of pension and medical insurance have an impact on the Library's budget. Keith Kazmark spoke to the medical insurance broker regarding ideas on how to provide an economical health insurance plan to the Library staff.

Jerry talked about the Whole Foods complex and how the increase in tax rebates should increase library funding.

Bergen County Cooperative, BCCLS has established their own delivery system. The cost is \$9,000.00 for each BCCLS library, no matter the size of the library.

Jayne discussed taking an advocacy approach to draft a resolution that the Board would be asked to sign reminding the state library that delivery is an essential service. Delivery needs to continue to be a free service and the cost covered by the State.

B. Buildings and Grounds

The building committee met and will give their report in closed session.

Joe Jannarone is waiting to hear back from the fence company as to when they can repair the fence.

The cost to repair the light pole in the rear of the parking lot will be approximately \$2000.00 and Jayne asked if the township can pay for the repair.

C. Personnel

There is an employee out on medical leave. The staff at Lake Hiawatha branch and staff at the Main library's customer service department have changed their schedules and willingly stepped up to cover for this absence.

Civil Service would not approve a donated sick leave bank.

D. Policy

An addition was made to the Prevention of Disruptive Behavior Policy to include:

"All persons, including library customers, visitors and employees are not permitted to take photos of anyone in the Library without the written permission of the individual. In the case of a minor, permission must be granted by the minor's caregiver or the responsible adult accompanying the minor."

Jerry asked if the policy could be changed from "photo" to "photos/digital images." The Board approved. This policy will be posted in the Library.

The meeting rooms should have a posting that states that by "participating in a program your photo may be used for promotional purposes by the library."

E. Technology and Strategic Planning

No Report.

VII. CLOSED SESSION

The Meeting was closed to the public at 7:29PM.

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 Roberta Chopko and seconded by Rosemarie Merola.

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

MOTION: To come out of closed session at 7:40 PM by Ellen Waldman and seconded by Rosemarie Merola.

VIII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

IX. NEW BUSINESS

Joe recommended "The Library Book" as a good read.

A. Approval of Director's Bulletin

MOTION: To amend the Directors Bulletin Number 229 dated 11/26/18 to include contracting with BKP for architectural services provided that the Township Council approves a resolution and funding, made by Roberta Chopko and seconded by Rosemarie Merola.

Roll call to amend the bulletin:

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

Rose Merola mentioned that Hanukkah is the same date as the December 2019 Board meeting date but the Board agreed that there is no need to change the date.

MOTION: To approve the amended Directors Bulletin Number 229 dated 11/26/18 made by Roberta Chopko and seconded by Rosemarie Merola.

Roll call to approve the amended bulletin:

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

Other new business:

Joseph Weisberg received an award from the New Jersey Council of County Colleges for his service to the County College of Morris.

Joe has been a Trustee for over 26 years at County the College. The Library Board congratulated President Weisberg.

Review of tasks:

Put up new policy signs.

Once the Township Council votes on this resolution and the authorization of funds, notify the two architectural companies of the decision that was made.

X. ADJOURNMENT

MOTION: To adjourn the meeting at 7:52 PM made by Jerrold Moses and seconded by Ellen Waldman. **Motion carried.**