

**12/17/18 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, Herb Levine, Jerrold Moses, Ilana Scherer, Emily Peterson, Jayne Beline, Joseph Weisberg

Excused: Ellen Waldman, Mary Kane/Dana Ahmuty

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 11/26/18 Minutes of the Library Board of Trustees Meeting made by Jerrold Moses and seconded by Fred Preston. **All ayes. Motion carried.**

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 earned \$1900 on the bag sales in 2018. This was \$100 more than the previous year.
2. The Friends will hold a gown sale from February 22nd through February 24th. They are collecting gowns now.
3. The gypsy music concert was held this past Sunday and was attended by 40 people. The Friends placed a collection box and collected \$48 from the public.

4. Book Nook sales have declined. Friends officer Cindy Czesak plans to conduct a study evaluating the sales and will report her findings to the Friends. The Board discussed other ideas about the location of the Book Nook. The Friends are hoping to generate interest in the Little Book Nook around the corner.

VI. REPORTS

A. Finance

The Library has drafted a 2019 budget. There are still some unresolved issues such as medical insurance and funding the Sunday hours. These issues will have a major impact on the budget.

The Livingston Camera Club donated \$75 to the Library to purchase the extra display hangers that were needed to display their photographs and will help display the work of other artists in the gallery.

Sushi Katiyar Hennessey, a New Jersey self-published author, did some of her research at the Parsippany Library and has donated her book, *Gourmet Cooking with Health in Mind*, to the Library as well as extra copies for the Board members and staff.

B. Buildings and Grounds

Keith Kazmark has authorized the hiring and payment of an electrical contractor to replace the light fixture and pole in the corner of the parking lot.

The new fence at the main library will be installed beginning on December 26th. Jayne thanks the budget committee of Roe Merola, Herb Levine and Fred Preston for encouraging her to discuss the need for the fence repair at the budget meeting with Keith Kazmark.

Joe Jannarone is interested in helping us determine if we can remediate some of the existing building problems at the Lake Hiawatha branch.

Jerry Moses questioned the Library's procedure for the "request for proposal" for the architectural quotes for the Lake Hiawatha project. The Building and Grounds committee clarified the procedure.

C. Personnel

A part time employee has recently resigned. Jayne Beline will determine the best way to cover the hours at Mount Tabor branch and how to handle those duties in the Tech Services Department.

It has become more difficult to cover public service hours when the staff is out on vacation or on a leave of absence. The Library managers are doing their best. However, it is a challenge to cover three locations when the majority of our staff is part time.

D. Policy

At the next meeting, modifications for the sick leave policy will be brought to the Board for review. The modification is necessary so that the policy complies with the recently passed New Jersey legislation concerning sick leave benefits.

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 230 dated 12/17/18 made by Jerry Moses and seconded by Rosemarie Merola.

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

B. Other New Business

The next meeting will be Tuesday, January 22, 2019 at 6:00PM.

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:15 PM made by Jerry Moses and seconded by Fred Preston. **Motion carried.**