

**1/22/19 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 6:00PM 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 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, Hait Leuva, Ilana Scherer, Jayne Beline, Joseph Weisberg

Excused: Ellen Waldman, Mary Kane/Dana Ahmuty, Emily Peterson

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 12/17/18 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston. **All ayes. Motion carried with abstention by Hait Leuva.**

V. PUBLIC HEARING

The meeting was opened to the public at 6:07PM.

A. Friends of the Library

Roberta Chopko reported for the Friends.

1. The 2nd annual Prom Dress Sale will be held from February 22nd through February 24th. The price will increase from \$15 to \$20 per dress this year. The Friends group is currently accepting dress donations.
2. Book sales at the main library are being transitioned from the lobby to the area behind new fiction. This has temporarily impacted sales but hopefully with some staging it will draw customers to the new area. There will also be

some lobby themed sales to increase profits.

3. Cindy Czesak has been working with volunteers to coordinate the book sales at the Nook and at Main. Jayne Beline has instituted a procedure that includes a volunteer check-in process to accurately track their hours and to help ensure their security while working in the library. These hours are reported in the annual state report.
4. Friends earned \$792.00 at the Boon Supply Company fundraiser.
5. The Friends group continues to gain members and has more active volunteers each month.

VI. REPORTS

A. Finance

The 2019 medical insurance has still not been resolved. Jayne had a meeting with Keith Kazmark and two representatives from the Health Insurance Company. The library is required to remain separate and can't join the town's medical insurance plan. The premium cost will increase. Jayne will meet with the employees after the new premium amounts are released.

Jayne discussed salaries. She will need to wait until we find out whether or not our budget will be funded at more than 1/3 of a mil before we can determine whether or not there will be raises.

The delivery system from M.A.I.N was discussed. Jayne spoke to the state librarian and asked about the funding situation. No decisions have been made by the state library or by LibraryLinkNJ.

Corporate donations were discussed at a recent marketing workshop attended by Jayne, Board members Herb Levine and Rosemarie Merola, and Managers Korin Rosenkrans and Debbie Insetta. Jayne asked the Board for guidance about the best way to approach corporations. Herb suggested that we need to ask what services the Library can provide to the corporations.

Corporate employees park in the main library parking lot. The library staff is trying to come up with ways to encourage this group to get a library card and use the Library.

B. Buildings and Grounds

The new fence was completed. The Board suggested we send a thank you to Business Administrator Keith Kazmark for his efforts in making the new fence possible.

Mr. Kazmark and Ms. Beline spoke with the Town Clerk and the Township Attorney regarding the resolution needed to approve costs for preliminary architectural services for the feasibility study and costs for the Lake Hiawatha

building project.

On February 5th, this resolution will be introduced at a Council Meeting and voted on at the February 19th meeting.

Jayne is reviewing maintenance expenses to see if there are any places where cuts can be made. However, it is difficult to predict building related expenses for the main library and Lake Hiawatha branch.

C. Personnel

No report.

D. Policy

The sick leave policy draft was discussed in detail. The Continuing Education policy and other policies will be discussed in upcoming months.

E. Technology and Strategic Planning

No report.

VII. CLOSED SESSION

The meeting was closed to the public at 6:42PM.

Motion to go into closed session to discuss contracts and personnel made by Fred Preston and seconded by Rosemarie Merola.

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, THERERFORE, 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. **All ayes.**

MOTION: To come out of closed session at 7:12 PM by Rosemarie Merola and seconded by Fred Preston. **All ayes.**

VIII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

IX. OLD BUSINESS

No report.

X. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 231 dated 1/22/19 made by Rosemarie Merola seconded by Fred Preston.

AYES: Roberta Chopko, Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Joseph Weisberg

B. Other New Business

The packet of materials has a list of the 2019 Board Meetings and directory. Jayne asked the Board members to look it over to make sure all the information is correct.

Also, the Board members were encouraged to fill out the self-evaluation that was distributed.

Ms. Beline pointed out to the Board that there is now a section of the statistics report that compares program attendance and sponsors from year to year.

XI. ADJOURNMENT

MOTION: To adjourn the meeting at 7:15PM made by Rosemarie Merola and seconded by Fred Preston. **Motion carried.**