

**3/25/19 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 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 has appeared in the January 8, 2019, 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, Hait Leuva, Ilana Scherer, Dana Ahmuty, Jayne Beline, Joseph Weisberg

Excused: 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 2/25/19 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston. **All ayes. Motion carried with abstention by Roberta Chopko and Ilana Scherer.**

**V. PUBLIC HEARING**

The meeting was opened to the public at 7:04PM.

**A. Friends of the Library**

*Roberta Chopko reported for the Friends.*

1. Friends are in favor of funding Jayne's request for \$12,910 to support the 2019 public programming proposed by the Library department heads. These funds will be given in two installments; \$6,000 was awarded already and a check will be written for the balance of the funds in April.
2. The Prom Gown sale was a success and raised \$2,100.
3. The Fortnite Fundraiser for elementary children will be held on 4/17/19.

Advertising will begin this week. Contestants will pay to get into the contest and refreshments will be served.

4. There are more members so far this year than last year at this time, and Friends membership continues to grow in terms of active members.
5. Bag sales were well received and inventory is actually running low.
6. Two weekend sales at Book Nook will coincide with the Women's Theater performances. The first sale was last Sunday and the Friends took in \$117.
7. Chris was part of a focus group for the Parsippany Master Plan and she highlighted the role the library plays as a cultural center.
8. Better signage is needed for the main library. There was a discussion about how to replace and install signs on a county road.

## **VI. REPORTS**

### **A. Finance**

Fred reported that he, Joe and Jayne attended the Library's Township Department Budget Hearing. He said that Jayne did a wonderful job of providing the information needed to the Township Council. On April 16th, the final reading of the budget will occur and the library will then find out if it will get the additional funding. Councilwoman McCarthy defended the fact that the Library had nothing to do with the health insurance bailout of \$800,000.00.

The Library will be open on Sunday 4/7 and Sunday 4/14. If the Library is funded, it will continue to be open on Sundays. If we are not given the additional funding, the money already spent on Sundays will need to be taken from the book budget.

Jayne reported that she and Board members have been attending Council meetings.

### **B. Buildings and Grounds**

Roberta reported that there have been some toilet and sewer issues. The Library had to pay out of its operating budget for carpet tiles in the tutorial room and for an outside plumbing vendor. That total was approximately \$1,800.

Painting was done in the a few rooms by the town.

The CO2 detector needed to have wiring replaced.

### **C. Personnel**

The committee met to look at and discuss the organizational chart to see what changes could be made. They defined essential job positions for the library.

Jayne Beline and Maria Crawford are investigating the feasibility of merging some of the job duties of the program planner and adult public relations coordinator.

Then a clerical position would assist that person. Doing this would result in the elimination of a full time position.

Also, certain positions have taken on the supervision of additional staff. There was a lengthy discussion about what each position entails and which positions were defined as essential.

The Board wants to understand fully why certain positions are necessary to the overall operation of the Library.

D. Policy

Jayne is encouraging the staff to read and review the operational policies.

E. Technology and Strategic Planning

No report.

**VII. CLOSED SESSION**

The meeting was closed to the public at 7:43PM.

Motion to go into closed session to discuss pending contracts was made by Herb Levine and seconded by Ellen Waldman.

**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. **All ayes.**

**MOTION:** To come out of closed session at 8:05PM by Herb Levine and seconded by Ellen Waldman. **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 233, dated 3/25/19 made by Fred Preston seconded by Hait Leuva.

**AYES:** Roberta Chopko, Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva, Dana Ahmuty, Ilana Scherer, Joseph Weisberg

B. Other New Business

The township administration sent an email to Hait Leuva requesting that he ask the Board for input on the Master Plan. He shared that email with the Board and asked for their input. The Board will send their comments to Hait and Jayne and they will compile the information and send one response to the Town.

Hait will find out if the Township could waive the April 15<sup>th</sup> deadline so that the Board responses can be discussed at the meeting on April 22<sup>nd</sup>.

**XI. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:24 PM made by Roberta Chopko and seconded by Ellen Waldman. **Motion carried.**