

**4/22/19 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 7:02PM 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, 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, Ellen Waldman, Herb Levine, Hait Leuva, Ilana Scherer, Emily Peterson, Jayne Beline, Joseph Weisberg

Excused: Fred Preston, Dana Ahmuty, Mary Kane

**III. APPROVAL OF AGENDA**

Motion to amend the agenda to include administering the Oath of Office to the Board Members made by Ellen Waldman.

Emily Peterson administered the Oath of Office.

**MOTION:** To approve the amended agenda made by Rosemarie Merola and seconded by Ellen Waldman. All ayes. Motion carried.

**IV. APPROVAL OF THE MINUTES**

**MOTION:** To approve the 3/25/19 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Ellen Waldman. **All ayes. Motion carried with abstention by Roberta Chopko and Ilana Scherer.**

**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. Membership is ahead of last year with 63 dues-paying members.

2. About 30 students and 6 teen volunteers attended the Fortnite event on 4/17. There was positive feedback from the attendees and their parents. Approximately \$400 was raised.
3. There will possibly be a Minecraft event over the summer.
4. Friends will be having a dining fundraiser at Annabella's from 1:30 until closing on 5/20 and 5/21.
5. A possible summer fundraiser will be at Waffles and Cream Café, who donated ice cream to the Fortnite event.
6. Book Sales continue to be strong. The last bag sale was considered a success.
7. The recent special sales on 3/24 and 3/31 at the Book Nook were well attended and raised almost \$200.
8. Jayne will be joining the Friends officers and chairs at the next general meeting on May 14<sup>th</sup>. Plans for summer and fall will be discussed and Chris will also ask attendees if they wish to continue in their current positions in 2020.
9. There was also talk of changing the wording for people interested in joining Friends from "members" to "supporters."
10. It is the 35<sup>th</sup> anniversary of Friends this year. There was a discussion about perhaps doing a \$35 fundraiser in honor of this anniversary.
11. The Nook had a meeting with the volunteers. It was decided to keep the Nook open, which brings in about \$150 per month. Currently it is open 3 days per week from 10AM- 3PM.

## **VI. REPORTS**

The Master Plan was discussed. The section about the number of members on the Board needs to be amended. Herb Levine discussed some of the topics he sent to be considered for the Master Plan.

Rosemarie thinks that the Township appropriation should not go to maintain the building because the Library doesn't own the building. The Town should take some of the responsibility for the maintenance. The Board should provide the actual costs that the Library has spent during the last year.

Jayne spoke about having walkways between the Main library and the Corporate Center. That may help the employees feel that they are more a part of the town.

This suggestion could be added under "other considerations."

A. Finance

Jayne reported for finance in Fred's absence. The library was awarded the \$130,000 funding. The Board now needs to approve the budget and raises for the staff. Thanks to Rose Merola's husband Steve Merola the Library received a check for \$2,000 from the Brookside Senior Board.

There was also a discussion about getting an SUV to use as a vehicle to drive to various locations to display library information, etc. This will also be put under "other considerations" in the Master Plan.

Jayne will talk with Keith Kazmark or purchasing agent Mile Hardie to ask if there is a state contract provider that can help get the vehicle at a reduced cost through a purchasing plan. The library has \$6,000 for a down payment.

B. Buildings and Grounds

Jayne reported that the front door was fixed under the existing service contract. The railing in the parking lot in front of the main library was hit and damaged by a vehicle which left without reporting the accident. There is a video of the car and driver. Jayne will file a police report.

A meeting will need to be arranged with the architect regarding the Lake Hiawatha feasibility study.

Jayne asked the State Library for an updated report on the Bond grant funds. The guidelines are scheduled to be published in June. After a three month "comments" period the guidelines will finally be released.

C. Personnel

There will be an invitation sent for Loretto's retirement party.

The advertised opening for the full time position received over thirty five applications. The applications have been narrowed down to six people to interview.

D. Policy

The revised Meeting Room Policy was distributed and includes language that explains delayed openings.

E. Technology and Strategic Planning

No report.

**VII. CLOSED SESSION**

The meeting was closed to the public at 7:15PM.

Motion to go into closed session to discuss pending contracts made by Ellen Waldman 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, 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.**

**Roll Call** : Roberta Chopko, Rosemarie Merola , Ellen Waldman, Herb Levine, Hait Leuva, Ilana Scherer, Joseph Weisberg

**MOTION:** To come out of closed session at 8:04PM by Ellen Waldman and seconded by Rosemarie Merola. **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 234 dated 4/22/19 was made by Herb Levine seconded by Ellen Waldman.

**AYES:** Roberta Chopko, Rosemarie Merola, Ellen Waldman, Herb Levine, Hait Leuva, Ilana Scherer, Joseph Weisberg.

B. Other New Business

Jayne's evaluation will be at the next meeting.

**XI. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:05PM made by Hait Leuva and seconded by Herb Levine. **Motion carried.**