

**5/20/19 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 7:05PM 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, Mary Kane, Emily Peterson, Jayne Beline, Joseph Weisberg

III. APPROVAL OF AGENDA

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 4/22/19 Minutes of the Library Board of Trustees Meeting made by Herb Levine and seconded by Ellen Waldman. **All ayes.**

V. PUBLIC HEARING

The meeting was opened to the public at 7:07PM.

A. Friends of the Library

Chris Liparini reported for the Friends.

1. There will be an Annabella's fundraiser on May 20th and May 21st.
2. Waffles and Cream will be a possible fundraiser this summer.
3. The Friends are planning a Minecraft and Lego building fundraiser event over the summer.
4. The Board is looking at raising funds without any overhead and additional work.

5. Actual membership is down for this time of year, however the present members are very active.
6. Friends want to change the wording of “joining” the Friends to “supporting” the Friends.
7. A possible Scrabble fundraiser tournament is being looked into.
8. Book Nook and Lobby Sales continue to do well.
9. Friends donated their first installment to the Library and are preparing to give the second installment.
10. Plans are being made for the \$35 thirty-fifth anniversary celebration fundraiser named “Change Over Time.”

VI. REPORTS

A. Finance

The voucher for \$130,000 was submitted. Payment should be received by the end of May. The Board thanked Emily for advocating on behalf of the library.

B. Buildings and Grounds

There was an insurance claim for the railing. Two estimates were received and were submitted to the town.

The fence repair has not been looked at yet. Joe Jannarone is looking into it.

The buildings and grounds committee had a WebEX meeting with the architect and will receive an estimate for the demolition of the existing building by May 31st. The footprint of Lake Hiawatha is 4800 sq. ft. for each floor totaling 9600 sq. ft. This is less than the existing building.

The library also had to do a survey for the State. There was a discussion on how a basement could be added and how the restaurant will be able to deal with the 20 sq. ft. setback. The estimate that was submitted to the state does not include demolition, removal, and paving the lot of the present library building.

C. Personnel

Herb reported that the Board met at 6:30 to evaluate the Director. Jayne does an outstanding job, is at the top of her game and achieves all her goals. Jayne thanked the Board and also credited the Library’s excellent staff.

Three main employees are retiring. The library will be merging two positions.

Connie Bermudez, will begin as head of customer service on 6/3/19.

D. Policy

No report.

E. Technology and Strategic Planning

No report.

VII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

VIII. OLD BUSINESS

No report.

IX. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 236 dated 5/20/19 was made by Herb Levine seconded by Ellen Waldman.

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

B. Other New Business

1. A 2% salary increase was awarded to Jayne Beline, retroactive to the first full pay period in January.
2. M.A.I.N. will be holding a Trustee Training session on 6/11/19.

C. Tasks for Next Meeting

1. Herb will be looking over the director's evaluation form.
2. Fred will look at the salary ranges and salaries in general.
3. The buildings and grounds committee will discuss the new library.

X. ADJOURNMENT

MOTION: To adjourn the meeting at 7:36PM made by Herb Levine and seconded by Fred Preston. **Motion carried.**