

**6/17/19 MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

Secretary Ellen Waldman 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: Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva, Jayne Beline

Excused: Roberta Chopko, Ilana Scherer, Mary Kane / Dana Ahmuty, Emily Peterson, Joseph Weisberg

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 5/20/19 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston. **All ayes.**

AYES: Rosemarie Merola , Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva

V. PUBLIC HEARING

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

A. Friends of the Library

Rosemarie Merola reported for the Friends.

1. The Friends account includes a balance of \$10,000.
2. Friends will be working with PowerPlay gaming again and will be having a Minecraft Mania fundraiser on August 19th from 6:30 - 8:30.
3. The Friends will be hosting a Rubiks Cube competition, a suggestion made by the children's department.

4. Friends will be hosting a Waffles and Cream Café fundraiser this coming Thursday through Saturday to help parents celebrate the last day of school with their children.
5. Friends will also have informational tables at both the Main and Lake Hiawatha Libraries Summer Reading kickoff next Monday 6/24/19.
6. The Friends will be working with the library on upcoming events to mark the 35th Anniversary in the hope that this will increase memberships/donations.
7. Ideas for a BYOB event and a town wide garage sale fundraiser were discussed.

VI. REPORTS

A. Finance

Fred reported that the chairpersons of Finance and Personnel will be meeting.

The \$130,000 has been received to fund the Sunday hours and also increase books and media purchases.

B. Buildings and Grounds

Jayne reported that the power outlet in the Children's Program room was smoking when the vacuum was being used. The fire alarm went off and there was a Fire Drill. The public got out of the building in an orderly manner. It took a while to determine which circuit breaker needed to be shut off. The breakers need to be better identified. We forgot to take the in and out boards and that was a reminder that we need additional fire drills.

The architect for the Lake Hiawatha project will hold a meeting with the Buildings and Grounds committee sometime in July.

The Bond Grant guidelines will be posted in July with time for public comment and Libraries should be able to apply for funding later in the year.

C. Personnel

Jayne will meet with Fred and Herb to discuss personnel and finance issues.

The Library Pages salaries will be increased effective July 1st.

D. Policy

No report.

E. Technology and Strategic Planning

Jayne reported that she has had requests from the librarians to update the strategic plan so they are sure their goals and objectives tie in with those of the Library. Jayne said that she has postponed updating the plan due to cost.

The Board agreed that she could ask Susan Favate, the person who is facilitating the Township Master Plan, if she is also willing to update the Library's strategic plan. The final decision will be dependent on her availability and the cost.

VII. UNFINISHED BUSINESS

There were no questions concerning the Director's Report.

VIII. OLD BUSINESS

The Trustee workshop that Rosemarie Merola and Fred Preston attended was discussed.

Rosemarie said that the workshop confirmed that our library has a great Director. Jayne said she thought it confirmed that the Library has a dedicated group of trustees.

Rosemarie stated that it was also discussed at the meeting that if we had 7 instead of 9 trustees, there would be no need for a VP.

Fred mentioned his take-aways: that meeting rooms must be open to all patrons; the Town owns all the buildings but the library controls the use of the building; the library does not need to accept the lowest bid/quote but must show proof why the selected bid/quote is the best.

IX. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 236 dated 6/17/19 made by Rosemarie Merola seconded by Fred Preston.

AYES: Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva.

EXCUSED: Roberta Chopko, Ilana Scherer, Mary Kane/Dana Ahmuty, Emily Peterson, Joseph Weisberg.

B. Review of Tasks

1. Fred and Herb will meet with Jayne to discuss personnel and financial issues.
2. Jayne will attend the NJLA Board meeting on 6/18.
3. Jayne will follow up on finding a professional to facilitate the strategic plan.
4. The next meeting is 7/22/19.

X. ADJOURNMENT

MOTION: To adjourn the meeting at 7:34PM made by Rosemarie Merola and seconded by Fred Preston. **Motion carried.**