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, Joseph Weisberg, and Jayne Beline

Excused: Mary Kane / Dana Ahmuty, Emily Peterson

III. APPROVAL OF AGENDA

MOTION: To approve the agenda made by Ellen Waldman and seconded by Roberta Chopko. All ayes. Motion carried.

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 6/17/19 Minutes of the Library Board of Trustees Meeting made by Fred Preston and seconded by Rosemarie Merola. All ayes. Motion carried with abstention by Roberta Chopko and Ilana Scherer.

V. PUBLIC HEARING

The meeting was opened to the public at 7:02PM.

The Mount Tabor community meeting took place regarding the status of the Mount Tabor branch. President Joseph Weisberg made opening remarks stating that there were false rumors that the branch was closing. Joe stated unequivocally that the branch would not be closing.

The following topics were discussed:

1. When the Library was told by the CMA that back rent had to be paid in the amount of $14,600, Joe instructed Jayne to make a service cut. She cut delivery and this meant that Mount Tabor customers had to go to the Main Library or Lake Hiawatha to pick up their holds. Residents were unhappy
about this.

2. A reminder that the Library did not pay the back rent because we were told by the previous administration not to do so;

3. Questions about how the back rent would be used by the CMA.

4. Questions about whether or not cuts were being made to services at the Lake Hiawatha branch.

The meeting concluded with a promise that the Township, Library and CMA would hold a meeting to discuss these issues.

Joe Weisberg closed this portion of the public meeting at 8:15PM.

A. Friends of the Library

Roberta Chopko reported for the Friends.

1. Friends balance is $8,778.95 with $800 from Paypal.

2. There will be a Minecraft event on 8/19/19.

3. A garage sale will be planned for the Library parking lot on 9/7/19.

4. The Little Booknook on the corner raised $509 which seems to be on an upward trajectory.

5. The Book sale at the main Library is still ongoing.

The meeting was closed to the public at 8:30PM.

VI. REPORTS

A. Finance

Fred and Herb met with Personnel and Finance and Fred reported on the salaries. The $10 per hour salary state mandate must be met for the library shelvers and part-timers on 7/1/19.

Certain staff members are taking on extra duties and their salaries must be adjusted.

Jayne stated the Audit will be done in August.

B. Buildings and Grounds

Roberta reported that a new hot water heater was needed at the Main library. Also, a plumber was needed for bathroom leaks. There was a vote to approve the HVAC maintenance contract with JMB Mechanical.

Buildings and Grounds met with the architect on the Lake Hiawatha project. The decision to build a new branch hinges on Bond Grant money.
Jayne will get other quotes for exterminator fees.

C. **Personnel**

Discussed in the Finance report.

D. **Policy**

The library policy states that once an employee resigns or retires the library does not pay their health insurance costs. It was decided that the policy needs to be more clearly written. The Board was reminded that this policy differs from the Town policy.

E. **Technology and Strategic Planning**

Jayne sent an email to the Master planner about facilitating the Library’s Strategic plan. She has not had a response back yet.

VII. **CLOSED SESSION**

Motion to go into closed session by Dana Ahmuty 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.

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

**MOTION:** To come out of closed session at 8:55 PM by Roberta Chopko, seconded by Fred Preston. **All ayes.**

VIII. **UNFINISHED BUSINESS**

There were no questions concerning the Director’s Report.

IX. **OLD BUSINESS**

There was no old business.
X. NEW BUSINESS

A. Approval of Director’s Bulletin

   MOTION: To approve the Directors Bulletin Number 237 dated 7/22/19 made by Ellen Waldman seconded by Rosemarie Merola.

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

   All ayes.

B. Other New Business

   Hait and Jayne will meet with Township administration and the attorney this Wednesday.

XI. ADJOURNMENT

   MOTION: To adjourn the meeting at 8:58 PM made by Ellen Waldman and seconded by Fred Preston. Motion carried.