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, Hait Leuva, Ilana Scherer, Mary Kane, Emily Peterson, Jayne Beline, Joseph Weisberg

Excused: Herb Levine

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 9/23/19 Minutes of the Library Board of Trustees Meeting made by Ellen Waldman and seconded by Rosemarie Merola. All ayes.

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. The Friends were pleased to donate $8,000 to the Library in late September.

2. The Friends anticipate building up their reserves this fall through the bag sale, wreath sale, pie sale, and online shopping fundraisers. These fundraisers can be found on the fundraising section of the Friends Facebook page.

3. Friends would like to extend their thanks to Jean Embler, who has been a great help in showcasing their upcoming fundraisers, and also by helping the
public become aware of the link between what the Friends of the Library do and the programs funded by Friends.

4. The nominating committee is working at identifying officers for 2020 - 2022.

VI. REPORTS

A. Finance

Treasurer Fred Preston reported that he, Martha and Jayne met with the auditor to discuss the draft audit. The audit will be completed once the attorney signs off on the “no litigation pending” letter and the management letter is delivered to Jayne to sign.

One of the items the auditor is also looking for is that a transfer among accounts occurs only via board resolution.

Jayne reported that so far, $580 in donations has been given to the Library in memory of her mother.

The Library’s budget hearing with the Township Administration will be held on Monday, November 4th. The Library has requested $35,000 so that it can be open on five additional Sundays and also to fund supplemental medical insurance costs for twenty three full time employees.

B. Buildings and Grounds

There is no word yet regarding the New Jersey Bond Act grant funding.

The maintenance man at the Lake Hiawatha Branch retired. The Library is employing the same cleaning service that we use at Mount Tabor. Although we will miss Martin Billy, our very dedicated maintenance man, the Library will actually save some money using this service.

The Mount Tabor branch had a roof leak related to some gutter issues. The Camp Meeting Association handled this repair.

C. Personnel

The children’s librarians from Parsippany will be duplicating their successful programs at the Lake Hiawatha Branch and vice versa. The purpose of this procedure is to give the librarians the opportunity to learn the characteristics of each part of the Township.

The Children’s librarians are also planning open houses for students and their parents from various elementary schools. The idea for this is to bring the families into the library and inform them about all the services the library has to offer.

The staff often feels dismayed over the lack of use at the Mount Tabor library branch.
D. Policy

No new policies.
Rosemarie Merola and Jayne Beline are reviewing the meeting room policies of other libraries before determining whether to assess fees for meeting room use.

E. Technology and Strategic Planning

Jayne asked the Board if they knew of any consultants who do strategic planning.
The Board suggested that Jayne contact some retired librarians to find out if they do this type of consulting.
The Request for Proposal will be sent out this week.

VII. UNFINISHED BUSINESS

There were no questions concerning the Director’s Report.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

A. Approval of Director’s Bulletin

MOTION: To approve the Directors Bulletin Number 239 dated 10/28/19 made by Ellen Waldman seconded by Rosemarie Merola.

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

B. Other New Business

The next Library Board meeting will be on November 25, 2019.

X. ADJOURNMENT

MOTION: To adjourn the meeting at 7:35PM made by Ellen Waldman and seconded by Rosemarie Merola. Motion carried.