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: Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva, Ilana Scherer, Dana Sarno, Jayne Beline

Excused: Roberta Chopko, Joseph Weisberg, Emily Peterson

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve the 10/28/19 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Dana Sarno. All ayes.

V. PUBLIC HEARING

The meeting was opened to the public at 7:05PM.

A. Friends of the Library

Jayne Beline reported for the Friends.

1. Chris and Jayne talked to Peggy Smith and Marie Schott, who are considering being co-presidents. They are still trying to recruit a Secretary and Treasurer.

2. They also brainstormed ideas to recruit new people for Friends members, such as recent retirees.

3. The Friends have a balance of $7,300. They raised $1,900 last month.

4. The wreath sale fundraiser was successful but the pie sale did not do as well.
VI. REPORTS

A. Finance
Fred reported that they met with the Mayor. He is very supportive of the library. They asked for $35,000 for Sunday hours and the town agreed to that request. Also, they discussed how much the medical contributions would be. The library will be staying with the present budget but they have fewer employees on the medical plan. Ellen mentioned that the town is looking into alternative health plans for the town and library.

Salary recommendations are a 2% increase for all employees who meet the expectations in their job performance.

The audit report was prepared by Samuel Klein.

One of the recommendations was that the Mt. Tabor lease must be settled ASAP. The attorney for Mt. Tabor is still reviewing the lease and has not responded to Douglas Zucker yet.

In certain line items, the library spent more than was budgeted made. However, the overall budget was not exceeded. The library can transfer money between accounts. Since there is no December meeting, the line transfers will happen in January.

B. Buildings and Grounds
Power went out at the main library on Sunday 11/24 and there were some issues with the internet the next morning.

Mt. Tabor lost internet and phones on Friday.

Roberta Chopko and her husband David have offered to pay to reupholster the Stickley couch given in her mother’s memory.

C. Personnel
No report. There was a discussion regarding Holiday and personal leave. Personal leave not used by the end of the year cannot be carried over.

D. Policy
Changes to the wording of the holiday and personnel policies were made.

E. Technology and Strategic Planning
Fred and Rosemarie reported that the Strategic Planning Proposal meeting with Prince Leadership was well prepared. However, the cost was $27,000 which was way too expensive. Jayne wondered if there was any kind of Grant funding that would cover Strategic Planning. Jayne also tried to reach out to retired Librarians who may be able to help, but they are too busy to commit at this time.
Mary Kane also spoke with the school Superintendent Barbara Sargent. The school actually used a retired Superintendent to help with the Strategic Plan.

The Board will not proceed at this point and will continue to inquire about other consultants.

VII. UNFINISHED BUSINESS

There were questions about the lighting transformer in the parking lot. There were also some questions about the flag pole and the ramp lighting. Jayne said the town will pay for the repairs.

The Nominating Committee always consists of the Mayor’s Representative and the School representative. Herb Levine will also be a part of the nominating committee.

The Library Board will need all new officers since the terms of the current officers will expire in December.

The officers may only serve two (2) year terms. However, they may take on another position.

The new officers will be voted on in January.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

A. Approval of Director’s Bulletin

*MOTION:* To approve the Directors Bulletin Number 240 dated 11/25/19 made by Rosemarie Merola and seconded by Dana Sarno

*AYES:* Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva, Dana Sarno, Ilana Scherer

*EXCUSED:* Roberta Chopko, Joseph Weisberg

B. Other New Business

There was an invitation given to the Staff Party on December 13th.

The next Library Board meeting will be on January 27, 2020.

X. ADJOURNMENT

*MOTION:* To adjourn the meeting at 7:40PM made by Rosemarie Merola and seconded by Dana Sarno.  *Motion carried.*