

**DECEMBER 19, 2016 MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

Vice President Roberta Chopko 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, 2016 issue of the *Daily Record*. Notice has been posted on the bulletin boards in the Municipal Building and the three library branches.

II. ROLL CALL

Present: Roberta Chopko, Herb Levine, Christine Liparini, Jerrold Moses, Rosemarie Merola, Fred Preston, Ellen Waldman, Loretta Gragnani, Jayne Beline

Excused: Joseph Weisberg

Absent: Lisa Vallacchi/Jennifer Frantz, Mayor James Barberio, LeRoy Seitz

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by Merola, seconded by Waldman. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the November 28, 2016 Minutes of the Library Board of Trustees Meeting by Merola, seconded by Waldman. ***Motion carried with abstentions by:*** Liparini, Moses.

V. PUBLIC HEARING

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

- A. Friends of the Library – Roberta reported that the Friends presented Jayne with a \$5,000 check at the holiday luncheon. Items were selected from the Tenth Anniversary brochure to be purchased for the Library. The Friends has contributed \$15,000 to the Library this year.

The Friends has decided to hold six meetings per year instead of monthly meetings.

The meeting was closed to the public at 7:07pm.

VI. REPORTS

1. Finance

The committee met prior to the Board Meeting to discuss the Library Budget. The committee still has some unanswered questions, which will be addressed at tomorrow's meeting with Township administration and Councilwoman Loretta Gragnani. Fred Preston and Herb Levine will attend with Jayne.

2. Buildings and Grounds

Lake Hiawatha Branch Library – The next building planning meeting is scheduled for January 10th. A fire inspection was completed for the Lake Hiawatha Branch.

Mt. Tabor Branch Library – In answer to a question about the lease, Jayne reported that there has been no action on it and the matter is going to be determined by the Township.

3. Personnel

The Board approved the salary ranges. They are the same with the end of the range in all categories increasing by 2%.

4. Policy

The Board approved the Library attorney's suggested changes to the Workplace Harassment Policy and the Non-discrimination Policy. They had questions concerning the other proposed policies, which Jayne will discuss with the attorney.

5. Technology

The Library's MAIN assessment has increased by \$20,000 based on population and operating budget as well as less transition funding. Jayne will attend a Freeholder meeting with MAIN Executive Director, Phillip Berg, on December 28th to thank the Freeholders for their continued support of MAIN.

6. Fundraising

The Library sold another donated painting from the Library's Tenth Anniversary Celebration.

Lisa Vallacchi promoted the Book Nook to teachers. When she volunteers at Littleton School, Christina Liparini plans to promote the Book Nook and the work of the Friends.

VII. UNFINISHED BUSINESS

A. Questions Concerning the Director's Report – There were no questions.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

Jayne wanted to ensure that Board Members would have the opportunity to attend any NJLA pre-conferences scheduled for April 24, 2017 and recommended the April Board Meeting be changed to May 1, 2017.

MOTION: To amend the Director's Bulletin, Number 208, dated December 19, 2016 to include changing the April 24th Board Meeting to May 1, 2017 by Waldman, seconded by Merola.

AYES: Chopko, Levine, Liparini, Merola, Moses, Preston, Waldman

MOTION: To approve the amended Director's Bulletin, Number 208, dated December 19, 2016 by Merola, seconded by Waldman.

AYES: Chopko, Levine, Liparini, Merola, Moses, Preston, Waldman

IX. ADJOURNMENT

MOTION: To adjourn the meeting at 8:10pm by Waldman, seconded by Merola. **Motion carried.**