

**JANUARY 25, 2016 MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

President Joseph Weisberg called the meeting to order at 7:00 p.m. 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, Christina Liparini, Jerrold Moses, Ellen Waldman, Joseph Weisberg, Jayne Beline

Absent: Rosemarie Merola, Fred Preston, Mayor James Barberio, LeRoy Seitz, Loretta Gragnani

III. APPROVAL OF AGENDA

MOTION: To approve the Agenda by Levine, seconded by Moses. ***Motion carried.***

IV. APPROVAL OF MINUTES

MOTION: To approve the January 4, 2016 Minutes of the Library Board of Trustees Meeting by Chopko, seconded by Moses. ***Motion carried with abstentions by Levine and Waldman.***

V. PUBLIC PRESENTATION

The meeting was opened to the public.

A. Friends of the Library

President Linda Kelly reported for Pat Simon on Book Nook activities: the Kids' Book Sale made \$253 and the Holiday Table made \$423. A huge bag sale is scheduled for three weeks beginning February 6.

Linda also reported that no speakers would be hired from the outside for Friends' meetings in order to save money. Two groups of members will attend a "Making Memories" demonstration of the Library's Maker Space. Other programs include Staying Fit in the Winter and a Travel Along with Fred Preston in addition to other activities.

B. Teen Specialist, Samantha Insetta

Samantha began employment on January 4. She is focusing on strengthening the teen volunteer program here by extending hours throughout the year, as opposed to summer only. Teens who volunteer throughout the year will have preference as summer volunteers. The first of two orientations is scheduled for the first week of February. She is trying to create a Teen Advisory Board whereby teens must attend a monthly meeting and will have a say about collection development, programming, and present ideas for the teen space. She hopes to make the Library more attractive to teens. She has reached out to the branch libraries and will contact school guidance counselors. She spoke with a teen

from the Vo-Tech who is national director of a code leaders' nonprofit organization and is interested in holding a monthly coding or computer club. Samantha will take a close look at the teen collection when she visits the Lake Hiawatha Branch. A focus group with ten to fifteen teens will be held on February 11 at 3:30 p.m. Samantha also answered several board member questions.

The meeting was closed to the public.

VI. REPORTS

A. Standing Committees

1. Finance

Jayne distributed corrected financial reports. In response to Jerry's question, Jayne explained that funds for Sunday hours are not paid as part of the Township appropriation because they are considered a grant from Council.

The budget hearing with the Township administration went well and they will vote on the budget in April.

2. Buildings and Grounds

Lake Hiawatha Branch Library - Roberta reported that the Lake Hiawatha Branch architects have submitted a review of furniture that exists now and what they anticipate will be needed.

The final focus group is the teen group on February 11. Jayne said the architect would like to meet with the Buildings and Grounds Committee that day.

The attorney will have the architect's contract this week.

Main Library - Jayne reached out to WG (remember Gene Gleason?) to see if he would be interested in being project manager. She is waiting for his response.

The awarded Community Block Grant money, approximately \$25,000, will enable the Library to pay for railings and additional lighting for the handicapped ramp and cutouts and sidewalks leading back to the picnic area.

Parking Lot – Jerry and Roberta expressed concern that the condition of the parking lot is extremely dangerous and suggested that the Township should come during the night to plow. Jayne said that she was in touch with the Township over the weekend and when she arrived at work this morning she called and emailed them. The Library is the last building to be plowed and there were already cars in the lot when they came. There was discussion. Jayne will ask the Township to return as soon as possible.

3. Personnel

Herb stated that he received a request that the Director's Evaluation Form be changed. He distributed forms. Herb thinks the current form is satisfactory, but wants to provide the Director with feedback on progress made and guidance for the future. Jayne said she has to review all of her reports and compare progress and accomplishments with the Library's Goals and Objectives, and that it takes a lot of time to put the report to-

gether for the Board. She said she would continue to do it if the Board thought it was useful. Herb said the report is necessary. There was discussion. Eventually, Herb said the problem is that Jayne is an outstanding director and has been for all of the past years, and everyone has run out of things to say. The Board's consensus was to use the existing method.

4. Policy

The Meeting Room Policy will be presented for approval at the next meeting.

5. Technology – There was no report.

VII. CLOSED SESSION

WHEREAS, the Library Board of Trustees is about to discuss items on the agenda related to Contracts,

WHEREAS, these matters would be more appropriately discussed without the attendance or participation 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, moved by Moses, seconded by Waldman. **Motion carried.**

MOTION: To return to regular session by Chopko, seconded by Waldman. **Motion carried.**

VIII. UNFINISHED BUSINESS

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

IX. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Director's Bulletin, Number 199, dated January 25, 2016 by Moses, seconded by Waldman.

AYES: Chopko, Levine, Liparini, Moses, Waldman, Weisberg

X. ADJOURNMENT

MOTION: To adjourn the meeting at 8:16 p.m. by Moses, seconded by Chopko. **Motion carried.**