

**JULY 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, Rosemarie Merola, Jerrold Moses (arrived 7:05), Fred Preston, Ellen Waldman, Joseph Weisberg, Jayne Beline
Absent: Mayor James Barberio, Loretta Gragnani, LeRoy Seitz

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the May 23, 2016 Minutes of the Library Board of Trustees Meeting by Chopko, seconded by Merola. ***Motion carried.***

V. PUBLIC HEARING

The meeting was opened to the public.

- A. Friends of the Library – Roberta reported that she and Jayne interviewed a candidate for the Treasurer’s position and Jayne is following up on a candidate for the President’s position. The terms of the entire Executive Board expire at year end.

The following information was received from Pat Simon: All excess computer monitors were sold during the June Bag Sale totaling \$140, the mini May book sale at the main library realized \$568, the June Bag Sale realized \$1,804, and the mini June book sale at Lake Hiawatha Branch realized \$63. These sales are the primary source of income and will be continued throughout the fall. The next major Bag Sale will be held in February with something for everyone.

The meeting was closed to the public.

VI. REPORTS

1. Finance

Fred and Jayne reported that the audit was completed and it is a clean audit. More money appears in designated carryover because the Township owes the Library money.

2. Buildings and Grounds

Lake Hiawatha Branch Library – Roberta reported that the committee met with the architect and the engineers last week and that the report was good and there are no structural issues with the building. Construction is expected to begin in March 2017. The oil tank will be filled with sand and capped off next spring.

3. Personnel – Jayne referred the Board to her report.

4. Policy – There was no report.

5. Technology

Jayne reported that classes have been held and there is a demand for more. The lab is being used regularly. Quotes are in from three vendors for the overhead projector and meeting room equipment and a meeting will be held soon with one of the vendors.

6. Fundraising – Ellen reported that the committee is going full speed ahead on planning for the November Gala, First Friday (November 4th). There have been 18 works of art donated for the art auction, with a goal of 25. The Board complimented Chris as being a “One Woman Show.” Invitations will be sent out after Labor Day and on social media before. ShopRite and Wegmans are being contacted for donations as well as local corporations. The Township has been contacted about the type of license needed in order to serve wine. Ticket payments online are accepted through PayPal and use of credit cards is being investigated. Chris will speak to an artist at Mt. Tabor Library for recommendations on how to display and price items for the silent auction.

VII. UNFINISHED BUSINESS

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

VIII. NEW BUSINESS

A. Approval of Director’s Bulletin

MOTION: To approve the Director’s Bulletin, Number 204, dated July 25, 2016 by Chopko, seconded by Preston.

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

IX. 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 Moses, seconded by Chopko. ***Motion carried.***

X. ADJOURNMENT

MOTION: To adjourn the meeting at 7:56 p.m. by Waldman, seconded by Moses. ***Motion carried.***