

**MARCH 28, 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.

Mayor James Barberio attended briefly to administer the “Library Trustee Oath of Office and Oath of Allegiance” to the Trustees. He thanked everyone for taking the time to be a Trustee and for their dedication to the Library.

**II. ROLL CALL**

*Present:* Roberta Chopko, Herb Levine, Christina Liparini, Rosemarie Merola, Jerrold Moses, Fred Preston, Ellen Waldman, Joseph Weisberg, Mayor James Barberio, Felice Pagnotta, Jayne Beline

*Absent:* Mayor James Barberio, Loretta Gragnani, LeRoy Seitz

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF MINUTES**

***MOTION:*** To approve the February 22, 2016 Minutes of the Library Board of Trustees Meeting by Moses, seconded by Merola.

***AYES:*** Chopko, Liparini, Merola, Moses, Preston, Weisberg, Pagnotta

***ABSTENTIONS:*** Levine, Waldman

**V. PUBLIC PRESENTATION**

The meeting was opened to the public at 7:02 p.m.

**A. Friends of the Library – Roberta reported.**

President Linda Kelly is moving to Texas and a Nominating Committee has been appointed. Jayne stated that it is important to have a Parsippany resident in the position. Chris will speak to the women involved in the Moms’ Club.

Book Nook: Roberta said the last bag sale brought in an incredible \$2,185. The next sale is a spring event set up in the lobby on the first Saturday in May and will run for as long as supplies last. This sale is mainly a Gift Book sale.

Other activities: There is no report on the amount realized from the Red Stone Tavern, March 14<sup>th</sup> dining out day. The next dining out day will be at the Gourmet Café in May.

The meeting was closed to the public.

**VI. REPORTS**

1. Finance

Medical Insurance - Jerry reported that he, Jayne and Herb met with Ellen Sandman and Ann Cucci from the Township, who were very supportive of the Library. It is still unclear as to how the current situation evolved (whereby the Library had not been charged properly over several years and was not charged additional fees for medical insurance). The important conclusion is that the Township will provide the extra funding that the Library needs to cover the medical insurance fees for its employees at least for this year and hopefully beyond. Also, as a result of scrutiny of the Library's finances, the audit will be completed earlier in the year.

Fund Raising Committee - Ellen reported that the Library will celebrate its tenth anniversary in this building this year and the committee is planning a Friday Gala event for November 4. The event will include a cocktail hour and tenth anniversary opportunities for giving. The speaker services of a nationally-known author are being sought. Ellen will contact Harlan Coben, referred by his Uncle.

The committee would like to use the Gala opportunity to launch a monthly event called "First Friday at the Parsippany Library," (see millvalleylibrary.net) where a speaker will present and adult refreshments will be served. The planning committee for these events will include the Board Fund Raising Committee, Director, Public Relations Coordinator and a representative from the Friends. There was further discussion of how the events would be conducted.

The Committee also discussed ways to make it easier for people to donate online using their credit cards.

Roberta suggested that Fund Raising be listed on the Agenda as Item 6 under Finance.

2. Buildings and Grounds

Lake Hiawatha Branch Library – Roberta Chopko said there is still no contract from the architect and he has ceased all work. The attorneys continue to work on the contract and it is close to completion.

Roberta said Gene Gleason will submit a proposal for Project Manager, but it has been delayed due to a health issue.

Main Library – Roberta had asked Jayne to query other libraries about their HVAC expenses for comparison. Jayne said she surveyed libraries of comparable size and Parsippany's expenses don't seem to be out of line. In Denville, the town takes care of the HVAC expenses because it is a town building. Jayne plans to seek other estimates.

3. Personnel

Jayne was pleased to report that some of the employees who were moved to new positions are excelling. All will receive three-month evaluations. Also, the new Teen Librarian, who exhibits contagious enthusiasm and has wonderful ideas, has met with the media specialists and English Department head at the Hills, and some exciting new things are planned. Phil

Pagnotta said more of this should happen in the future as he has encouraged staff to partner with the Library. Jayne expressed her thanks.

4. Policy

Roe said Jayne discovered that other libraries charge adult volunteers \$25 for a background check. If they work over six months, they are refunded the money. New hires will also have background checks in the future. Jerry said it seems to be a lot of bookkeeping and that the library should pay. Some Board members agreed while others thought the volunteer would pursue the refund. Jerry also wanted to know what information would determine whether or not a person was acceptable. Jayne wants to pursue the practices of other libraries and speak with the attorney. Joe postponed further discussion of this topic until next month.

Jayne spoke with the attorney about her concern for a solicitation policy and the attorney said it is included in the disruptive behavior policy. The attorney made a few other changes, which will be presented next month. Jerry suggested that a sign be posted. It should read, "Solicitation of any kind is prohibited." Chris asked how the Library determines whether or not outside organizations' brochures can be left and Jayne said she would be the one to decide, but usually for-profit brochures are not allowed.

5. Technology – There was no report.

**VII. UNFINISHED BUSINESS**

A. Questions Concerning the Director's Report

In response to Jerry's question, Jayne explained that Rachel George resigned because she needs volunteer hours.

**VIII. NEW BUSINESS**

A. Approval of Director's Bulletin

**MOTION:** To approve the Director's Bulletin, Number 201, dated March 28, 2016, by Moses, seconded by Waldman.

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

**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.

**AYES:** Chopko, Liparini, Merola, Moses, Preston, Weisberg, Pagnotta

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

**X. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:29 p.m. by Moses, seconded by Waldman. **Motion carried.**