

**NOVEMBER 28, 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, Rosemarie Merola, Fred Preston, Ellen Waldman, Lisa Vallacchi, Jayne Beline

Excused: Chris Liparini, Jerrold Moses, Joseph Weisberg, Loretta Gagnani.

Absent: Mayor James Barberio, LeRoy Seitz

Joe Weisberg is still recuperating from heart surgery so Jayne circulated a card for Board members to sign.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the October 24, 2016 Minutes of the Library Board of Trustees Meeting by Merola, seconded by Waldman. ***Motion carried with abstentions by Preston, Vallacchi.***

V. PUBLIC HEARING

The meeting was opened to the public at 7:06pm.

- A. Friends of the Library – Roberta reported that the October revenue was \$800. The current Holiday Sale is going very well at the Main Library. Lisa will inform the teachers about the book sale. Also it was reported that the Treasurer has moved and Jayne will call the applicant for that position.

The meeting was closed to the public at 7:09pm.

VI. REPORTS

1. Finance

Jayne was happy to report that the Tenth Anniversary Gala fundraiser brought in \$20,317, far beyond expectations. In addition, the Gala focused attention on the Library. She thanked all Board members who helped and donated. The remaining art work is still being sold in the gallery. Thank you notes are being sent. People were very pleased with the author's

presentation. It was a great evening. The Board complimented the staff for the great job that they did.

Jayne reported that Treasurer, Fred Preston, will be out of town from December 2-16, and hopes to have a committee meeting before the Board Meeting on December 19.

Jayne said she still has not heard back from the Township about the medical costs, but they did respond to her email that they will send the figures soon. Orientation for the new insurance will be held on November 30 and December 1.

2. Buildings and Grounds

Main Library – Jayne said the carpets were cleaned before the Gala, but the carpet in one of the offices developed mold. The company returned, cleaned the carpet again and treated it, but can't remove the stain. They said they didn't think it was mold. Jayne would like to have that area tiled as well as the area behind the circ desk and hopes that the Committee can meet to discuss this. Jayne would still like to take the Buildings and Grounds Committee to see the study rooms at Drew University.

Lake Hiawatha Branch Library – Jayne circulated renovation renderings of the Library. The Township plumber (who will be responsible for plumbing maintenance) had concerns about the architect's HVAC plans but after discussion, the issues are being rectified. There was also a question about whether or not the building needs a sprinkler system. This will be determined by the Township Building Department per the building code. The preliminary drawings were sent to the Township Building Department Planner for approval. It is hoped that plans can be sent out to bid soon after the first of the year.

At the Leadership Team meeting tomorrow, there will be discussion about job ideas for Hiawatha staff during the renovation process. Jayne said there will be more outreach opportunities. Seven full-time people and some part-time people now work at the Lake Hiawatha branch.

3. Personnel – A matter will be discussed in Closed Session.

4. Policy

Jayne said that due to a personnel issue, the attorney is updating the Workplace Harassment, Disciplinary Action, Social Media and Internet Usage Policies. Drafts are promised for the December meeting.

5. Technology

After many committee meetings, MAIN (Morris Automated Information Network) will subscribe to the EnvisionWare print management system, which means that the local libraries will receive options for a discounted rate on this print management system. Jayne complimented our Emerging Technologies Librarian, Val Smith, who chaired the MAIN Technology Committee, gathered information from vendors, and explained all options to her fellow committee members and the directors. Jayne said she was surprised at the low cost compared to years ago.

6. Fundraising – Jayne said the Library is celebrating “Giving Tuesday.” A flyer is available with suggestions for giving opportunities (which were included in the Gala program). A customer donated \$50 and said she “couldn’t imagine her life without the Parsippany Library.”

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 207, dated November 28, 2016 by Merola, seconded by Waldman.

AYES: Chopko, Levine, Merola, Preston, Waldman, Vallacchi

In response to Lisa Vallacchi’s question on expectations for her, Herb said it is to help draw the Library and schools closer together. Jayne said that the children’s and teen librarians make visits to the schools and meet with media specialists but she still hears from staff about low turnouts for programs. She said that the Library needs the teachers to be involved by promoting the Library to students and parents. Jayne said that the public librarians would appreciate knowing the schools’ needs so the Library can supplement the curriculum. She said the Library has a creative, involved Teen Librarian and one of her programs includes opening up the Tech Lab one afternoon a month for middle and high school students at their request. Jayne said she will be stay in touch with Lisa.

IX. CLOSED SESSION

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

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 Merola. **Motion carried.**

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

X. ADJOURNMENT

MOTION: To adjourn the meeting at 7:53pm by Levine, seconded by Waldman. **Motion carried.**