

**October 23, 2017 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 pm 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 5, 2017 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, Rosemarie Merola, Jerrold Moses, Fred Preston, Joseph Weisberg, Loretta Gagnani, Jayne Beline  
*Excused:* Ellen Waldman

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF MINUTES**

**MOTION:** To approve the 9/25/17 Minutes of the Library Board of Trustees Meeting by Merola, seconded by Preston. **Motion carried with abstention by** Liparini and Moses.

**V. PUBLIC HEARING**

The meeting was opened to the public at 7:15p.m. There was no public participation.

A. Friends of the Library – Roberta Chopko reported on behalf of the Friends.

1. The Friends table sale proceeds were approximately \$1475.
2. The New Jersey Library Association sponsored a state-wide Friends Institute at the Main Library. Approximately thirty-five people attended. Debbie Insetta represented the library and one of our new prospective Friends also attended.

The meeting was closed to the public.

**VI. REPORTS**

A. Finance

Treasurer Fred Preston will be reviewing the 2016 draft audit with Jayne Beline, Martha Martinez and Andrew Pasquale, the auditor. The Board will receive copies of the audit at the November board meeting.

Thanks to Sue Preston, board member Fred Preston's wife, and thanks to Roberta Chopko, Jayne was notified about a Wilson School Foundation grant. The Children Department would like to create a STEM Discovery Center, so Jayne will apply for the grant for that project.

B. Buildings and Grounds

The Bond Grant question was discussed. Jayne asked the Board to remind their family and friends to vote for the bond. Bookmarks will be handed out with every item borrowed, encouraging people to vote on question #1 on the ballot on 11/7/17.

C. Personnel

Interviews will take place for two part-time library assistant positions. These positions will replace the full-time library assistant's position. Jayne reminded the Board that there are openings for custodial part-time positions.

D. Policy – There was no report.

The board discussed establishing a policy for businesses that want to provide a sample workshop for children and then expect access to the registrants contact information.

E. Technology

A contract was signed for security cameras. The company will be starting this project in a few weeks.

**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 217 dated 10/23/2017 by Moses, seconded by Merola.

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

B. Other New Business

Dr. Weisberg suggested the formation of a Strategic Planning Committee. He appointed Roe, Ellen and Jerry to chair the committee. The committee may hire a consultant to lead the board and staff through the process.

The board would also like to plan a one-day board retreat at a location away from the library.

Dr. Weisberg announced the formation of a Board Nominating Committee. Herb Levine and Chris Liparini will serve on this committee.

The Board discussed the need to set up some sort of Mental Health First Aid training for the staff.

**X. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 7:55 pm by Moses, seconded by Merola. **Motion carried.**