

**2/26/18 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 7:00pm 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 6, 2018, issue of the *Daily Record*. Notice has been posted on the bulletin board in the municipal building and the three library branches.

**II. ROLL CALL**

Present: Joseph Weisberg, Roberta Chopko, Rosemarie Merola, Fred Preston, Herb Levine, Ilana Scherer, Jerrold Moses, Mary Kane, Emily Peterson, Jayne Beline

Excused: Ellen Waldman

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF MINUTES**

***MOTION:*** To approve the 1/22/18 Minutes of the Library Board of Trustees Meeting by Jerrold Moses, seconded Rosemarie Merola. ***Motion carried with abstention by*** Fred Preston.

**V. PUBLIC HEARING**

The meeting was opened to the public at 7:05 p.m.

A. Friends of the Library

1. Christine Liparini reported that the new officers were sworn in.
2. Several fundraisers were discussed. The Habit Burger fundraiser will be held on 3/14/18. Twenty percent of each customer's bill will be donated to the Friends.
3. There will be a prom dress sale 4/5/18-4/8/18. The Friends will be collecting prom dresses until March 31 and selling them in early April.

It was also reported that they are soliciting \$100 sponsorship for prom-related services and \$250 for a title sponsor.

Proceeds from the gown sale and sponsorships will be donated to Teen Services.

4. There is an Amazon Wish List with items submitted by each department for the library.
5. The Friends-sponsored drama and science summer camp flyers are in the process of being finalized. There will be two different half-day programs. One would be Mad Science and the other would be a Dance/Arts company. The camps will bring in about \$2200 to \$3200 to the Friends. The Friends will also receive the \$20 registration fee.
6. The Book Nook had \$460 in lobby sales. The sales will start again in mid-March.
7. It was noted that Friends are working on making sure the checks go to the library in a timely manner after the fundraisers.
8. In April the Friends are planning to honor the staff on Library Workers Day.
9. Christine reported that there was a photo op with her and Jayne on 2/26/18 as they accepted a donation made by NJ Manufacturers to the Friends of the Library.
10. Christine also mentioned that Friends is shifting towards online membership applications and making payments through PayPal.

The meeting was closed to the public.

## **VI. REPORTS**

### **A. Finance**

#### **1. Health Insurance**

Jayne reminded the Board that the budget is only a draft. It is still a work in progress, particularly since there are still some unknown factors such as the cost of health insurance. Ms. Beline asked Councilwoman Peterson to discuss the meeting that she, Jayne, Herb Levine and Joseph Weisberg attended concerning health insurance.

At the meeting, the mayor gave Jayne an opportunity to discuss what the library would like to see regarding the health insurance for their employees. Jayne discussed lower library staff copays as well as the New Jersey State Health Benefits Plan (SHBP). Ms. Peterson would like all parties, especially the health insurance broker, present at future meetings so there will no misunderstandings going forward. The township will be comparing the current self-insurance plan with the SHBP.

#### **2. Community Organizations Meeting**

Jayne spoke about the meeting with the community leaders, the information shared, and the positive networking and future connections with the library. As a result of the meeting at which the Woman's Club heard about the library's STEM programs, they generously agreed to donate funds for a set of Sphero robots for the library.

### 3. Energy Audit

Board member Jerry Moses discussed the energy audit proposal for the Parsippany Library and the cost of making the proposed changes. The savings associated with this project will begin after the first three years.

## B. Buildings and Grounds

1. Roberta Chopko and Jayne Beline will meet to discuss the HVAC contractor estimates.
2. The burglar and fire alarms are still on the Verizon lines and are not working correctly. When the library is closed, if anyone pulls on the doors, the police receive an emergency call. There is a radio dialer upgrade that would eliminate reliance on Verizon lines. The library is waiting to hear back from the township fire inspector to determine if we can upgrade to this system. In the meantime, Jayne called the locksmith and he adjusted the door lock.

It was suggested that the fire and burglar alarm contracts be combined so that we use just one company.

3. The Lake Hiawatha project was discussed. Mayor Soriano is interested in the feasibility of moving the branch to Beverwyck Road or building a new library branch in the parking lot across from the library building. The tax assessor looked at the parking lot and it was determined that the lot has a larger footprint than the existing library building. The board discussed the pros and cons of renovating or building a new building. If the decision is to rebuild, the studies and planning that have already been done would be invalid. In order to apply for the New Jersey bond grant money, the library will need assurances of a one-to-one match from the township.

## C. Personnel

1. Jayne noted that in the Directors Bulletin the board will be asked to approve the salary ranges.
2. Next month the library board members – only those who served on last year's board – will evaluate the library director at 6:00 p.m. The entire board will then meet at its usual time of 7:00 p.m.

## D. Policy

1. Roe reported about four new policies:
  - a. *Meeting Room Policy* – The meeting room policy was discussed and the fee was increased by \$25 to \$75 for non-profit organizations outside of Parsippany and for for-profits from \$100 to \$125. This was the first time that the fee had been increased since 2006.

- b. *Medical and Family Leave Policy* – Attorney Zucker changed the wording in this policy, but essentially the policy is the same.
- c. *Sick Leave Policy* – Part-time staff earn their sick leave benefits beginning in January, following their hire date. The formula for how part-time sick leave is calculated is clearly spelled out in this policy.
- d. *Leave Without Pay* – Both the form and wording have changed. Jerry Moses asked and was given the criteria for approving a leave without pay.

2. Herb Levine questioned how disciplinary action is defined for absences as well as work performance. Jayne explained that the library adheres to our Disciplinary Action policy.

#### E. Technology and Strategic Planning

Jayne contacted Library Link NJ. Roberta Chopko pointed out that there are grants to use consultants for strategic planning. We had planned to use the strategic plan as part of a board retreat. Jayne wants to make sure that incorporating the consultant in that manner meets the grant criteria.

The freeholders presented a proposal to MAIN to cover the MAIN assessment in exchange for walk-in borrowing privileges to Victory Gardens, Netcong, Mine Hill and Boonton Township, (none of these communities have libraries) but neither party could reach an agreement on a compromise that was aligned with existing MAIN policies.

### VII. UNFINISHED BUSINESS

- A. A Parsippany company that asked to rent parking spaces withdrew their offer.
- B. Jayne brought to the Board's attention that one or two staff members voiced concern about the Mack Cali corporate campus employees who park in the back of the library parking lot. Because of the number of spaces and because it is a public lot, the library board has no objections to the cars parking in the lot.

### VIII. NEW BUSINESS

- A. Approval of Director's Bulletin

**MOTION:** To approve the Director's Bulletin, Number 221, dated 2/26/18 by Jerrold Moses seconded by Rosemarie Merola.

**AYES:** Joseph Weisberg, Roberta Chopko, Rosemarie Merola, Fred Preston, Herb Levine, Jerrold Moses, Mary Kane, Ilana Scherer.

B. Other New Business

It was noted that Fred Preston and Ilana Scherer were not present at the last meeting so the mayor did not administer the oath of office to them. Jayne will schedule a time for the mayor to drop in or find out if someone else can administer the oath.

C. Tasks for the next Board meeting

Jayne Beline will submit the work status report, based on her goals and objectives, to the board. The board will write up Jayne's evaluation and attend a 6:00 p.m. work session to discuss it. If a Board member does not plan to attend the meeting on the 26<sup>th</sup>, they should submit their evaluation to Herb. If board members will be in attendance, they should bring the evaluation notes with them.

**IX. ADJOURNMENT**

***MOTION:*** To adjourn the meeting at 8:08 pm by Jerrold Moses seconded by Rosemarie Merola. ***Motion carried.***