

**1/27/20 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 20, 2020, 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:** Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Dana Sarno, Sushmita Sharma, Emily Peterson, Jayne Beline, Joseph Weisberg

**Excused:** Ellen Waldman

**III. APPROVAL OF AGENDA**

**MOTION:** To approve the agenda made by Fred Preston and seconded by Rosemarie Merola. **All ayes. Motion carried.**

**IV. APPROVAL OF THE MINUTES**

**MOTION:** To approve the 11/25/19 Minutes of the Library Board of Trustees Meeting made by Fred Preston and seconded by Rosemarie Merola. **All ayes.**  
**Motion carried with abstentions by:** Joseph Weisberg and Sushmita Sharma

**V. PUBLIC HEARING**

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

**A. Friends of the Library**

*There was no official report from the Friends.*

1. Fred said on January 29<sup>th</sup> there will be a pop -up book sale at the Book Nook at the Community Center from 10AM to 4PM.
2. Fred also reminded everyone that the Prom Dress sale needs more dresses and purses donated.

**B. Board Members**

1. Emily Peterson performed the Oath of Allegiance and swore in all of the Board Members.

2. President Joe Weisberg introduced Sushmita Sharma, the newest Board member.

## VI. REPORTS

### A. Finance

Fred reported that there is a preliminary budget. The Board will vote on the budget in February.

Also, the Library will now be covered under the Towns Health Insurance Plan.

Jayne discussed the “designated carryover.”

The periodicals cost has increased significantly. These periodicals consist mostly of newspapers.

Fred also discussed how the Friends budget/income is tracked.

### B. Buildings and Grounds

Jayne has been busy with the Construction Act Grant. The Town has a contract with Millennium Strategies to help with writing the Grant. This is the way that the grant awards will be made:

The State Library makes recommendations for grant awards to the president of Thomas Edison University and he decides which libraries he would like to see awarded a grant. Ultimately, the Legislature makes the final decision. This will be decided in July or August. The Council will have to pass resolutions before the Grant application is submitted between March 6<sup>th</sup> and April 9<sup>th</sup>.

### C. Personnel

Personnel will be discussed in the Closed Session.

### D. Policy

There is a new policy regarding “leave without pay.” Discussion centered on how this policy could be used. After consultation with the Library’s attorney, Jayne and policy chairperson Rosemarie Merola recommended changes.

### E. Technology and Strategic Planning

In response to the Library’s inability to pay Prince Leadership for a strategic plan, the consultants suggested submitting a proposal to do a Business Plan. They will meet with Jayne Beline and Board representatives and present a proposal that we can discuss at the February Board meeting.

*The Meeting was closed to the public at 7:26PM.*

**VII. CLOSED SESSION**

*Motion to go into closed session by Fred Preston and seconded by Rosemarie Merola.*

**Present:** Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Dana Sarno, Sushmita Sharma, Emily Peterson, Jayne Beline, Joseph Weisberg

**Excused:** Ellen Waldman

**WHEREAS,** these matters would be more appropriately discussed without the attendance 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, THERERFORE, 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.

**MOTION:** To come out of closed session at 7:38PM by Fred Preston and seconded by Rosemarie Merola. **All ayes.**

**VIII. UNFINISHED BUSINESS**

There were no questions concerning the Director's Report.

**IX. OLD BUSINESS**

There was no old business.

**X. NEW BUSINESS**

A. Board Officers

Herb Levine reported on the results of the nominating committee. The new officers will be:

Ellen Waldman, *President*  
Fred Preston, *Vice President*  
Hait Leuva, *Treasurer*  
Rosemarie Merola, *Secretary*

On behalf of the committee, Herb Levine cast affirmation of the new Board members. This was seconded by Dana Sarno. **All ayes.**

Jayne also added the membership agreement to the Directors Bulletin.

The new Policy on “leave without pay” was added the Directors Bulletin.

B. Approval of Director’s Bulletin

**MOTION:** To approve the Directors Bulletin Number 241 dated 1/27/20 made by Fred Preston seconded by Rosemarie Merola

**AYES:** Rosemarie Merola, Fred Preston, Ellen Waldman, Herb Levine, Hait Leuva, Dana Sarno, Ilana Scherer, Sushmita Sharma, Joseph Weisberg

B. Other New Business

There was a proposal to name a study room at the main library in honor of former Mayor Mimi Letts. Joe Weisberg approved this motion and it was seconded by Rosemarie Merola. **All ayes.**

Joe Weisberg asked new member Sushmita to tell a little about herself, her family and her background in Community service.

Jayne would like to acknowledge in some way the nominations of Val Smith and Jen Carlin to the “I Love My Librarian” contest sponsored by the American Library Association, the Carnegie Foundation and the New York Public Library.

A press release will be sent to Focus.

Jayne spoke about a program at the Arts Collaborative at Bethel. The presenter will charge admission for the program but would like to donate those funds for STEM equipment at the Mt. Tabor branch. There was a motion to accept the proceeds of the program to purchase equipment for the branch. Roll call was taken and the result was 4 members voted Yes and 3 members voted No.

Joe Weisberg thanked the Board for allowing him to serve as President. The Board honored Joe by presenting him with a Certificate of Appreciation and purchasing an Adopt a Book in his honor.

The next Library Board meeting will be on February 24, 2020 at 7PM.

XI. **ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:05PM made by Fred Preston and seconded by Rosemarie Merola. **Motion carried.**