

**10/26/20 MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

The Library Board held an in-person meeting on Monday, October 26, 2020. Notice of this meeting was in the January 20, 2020 issue of the Daily Record and posted on the Parsippany Library website, parsippanylibrary.org.

The meeting was called to order at 7PM by President Ellen Waldman.

II. ROLL CALL

Present: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Dana Sarno, Sushmita Sharma, Joseph Weisberg, Ellen Waldman, Mayor Michael Soriano, Emily Peterson, Cindy Czesak.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the 9/21/20 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Joe Weisberg. **All ayes. Motion carried.**

Rosemarie read a thank you note from Jayne Beline.

V. PUBLIC HEARING

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

A. Friends of the Library

Rosemarie Merola reported for the Friend.

1. The wreath sale will start this week and will continue through 11/10/20. The wreaths will be 22" with a red bow and will sell for \$27.
2. Friends have not yet received the total amount raised for fundraiser at Gourmet Café.
3. The Friends held an outdoor book sale which raised \$595. In addition, five new members joined.
4. Friends also donated \$7000 to the Library before Jayne Beline retired. Jayne was also presented with a retirement gift for over \$1000. She asked that the gift be donated and used for wellness programs for kids, teens and adults.
5. There will be no prom dress sale next year. The Friends have reported that fundraising is very difficult.

6. Friends will also be including the Board members on their future emails.
7. The Board members were also encouraged to join the Friends.

VI. REPORTS

A. Finance

Cindy reported that the Board received four documents on Friday. The budget request was sent to the town on 10/15/20. She will be meeting with the BA and CFO this Thursday at 2PM. Ellen and Fred offered to also attend the in-person meeting. The Mayor also said he would be there as well. It was suggested to meet with the Finance team before Thursday via a Zoom call.

The budget for Sunday hours, hospitalization costs and the Audit will also be discussed.

Also in the budget was a list of employees and their salaries. It was suggested that all employees who meet the expectations receive a 2% increase.

The audit was received and the only findings were that there is still no lease for the Mt. Tabor branch. This issue was discussed in more detail.

The Library received a state aid check for \$23,326. Also, the petty cash in the drawer in the Customer Service will be reduced to \$40.

B. Buildings and Grounds

Fred had no report. However, Cindy reported that the state inspection failed for the expansion tank for the heating system; a report from the state should be forthcoming.

The Board also discussed getting an estimate for adding electric car stations in the parking lot, which is an initiative of the Township.

There is no word yet on the Building Grant.

C. Personnel

Cindy announced that Valerie and Vera were awarded a \$1000 grant to fund professional development.

Also recommended was the idea that, when Cindy is not available, Bill Harrison would take on the responsibilities of the Librarian in charge. The monetary compensation for this will be discussed in the Closed Session.

D. Policy

Rosemarie reported that there are no new policies.

E. Technology and Strategic Planning

No report.

VII. UNFINISHED BUSINESS

Cindy asked that the checks be signed by Ellen, Fred or Hait.

VIII. OLD BUSINESS

Lake Hiawatha branch is still not open to the public. The patrons allowed inside is for 25% of capacity. Fire Prevention was contacted and they said it would be 167 people. Cindy discussed that this is not a true number because it was determined by the square footage. She asked the Board for guideline recommendations.

One idea was to have patrons make an appointment to enter on the first floor only. It was suggested to ask Fire Prevention to assist in a reasonable amount of patrons allowed in at the same time.

Also, opening public restrooms again was discussed in length. The Board would rather not open them again yet.

Cindy will develop recommendations for the next stage and bring them to the November Board meeting.

IX. NEW BUSINESS

Cindy Czesak will be on vacation in November. She will be at the next meeting remotely and will be available by email, etc.

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 248 dated 10/26/20 made by Fred Preston and seconded by Joe Weisberg.

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

X. CLOSED SESSION

Motion to go into closed session made at 7:40 by Rosemarie Merola and seconded by Fred Preston.

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.

A discussion took place regarding hiring Bill Harrison to act as Librarian in Charge when Cindy Czesak is not available. It was agreed that he would be paid a \$500 stipend per month until the new Director position is permanently filled.

A vote was taken and it was all ayes.

MOTION: To approve the \$500 monthly stipend.

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

MOTION: To come out of closed session at 7:45 PM by Fred Preston and seconded by Rosemarie Merola.

XI. ADJOURNMENT

The next meeting will be via Zoom on 11/23/20.

MOTION: To adjourn the meeting made by 7:45PM by Ellen Waldman and seconded by Fred Preston. **Motion carried.**