

12/21/20

MINUTES OF THE REGULAR MEETING

OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES

I. CALL TO ORDER

President Ellen Waldman called the meeting to order at 7:00pm. 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 Parsippany Library Website, parsippanylibrary.org

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve 11/23/20 Minutes of the Library Board of Trustees Meeting made by Fred Preston and seconded by Rosemarie Merola.

Cindy read a Christmas card that was sent to the Board by Jayne Beline.

V. PUBLIC HEARING

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

A. Friends of the Library

Rosemarie Merola reported for the Friends.

1. Katie Ries organized the wreath sale, including decorating them herself. The sales total should be close to \$600.
2. The Little Nook at the Main Library opened and sales were \$85 for the month of November.
3. In January, Friends will send the annual report and with it will be a Friends membership application for the Board members to join for 2021.
4. Joe asked about what to do with books they want to donate. It was discussed

that books will not be accepted at this time due to Covid.

VI. REPORTS

A. Finance

Cindy only reported that there was a bill list sent to the Board members.

Herb discussed the library expenditures. The amounts are lower than last year because reduced spending due to COVID. Any extra funds should be held for construction costs.

B. Buildings and Grounds

Cindy reported that the Library saved \$2000 on the tank and installation. JBM worked with Joe Jannarone to install the tank he found. It was also agreed that the 2021 boiler maintenance contract would cost \$1550.

The Construction Grant for Lake Hiawatha was discussed.

Cindy spoke with the Mayor and Joseph Powell, the architect. BKP was hired in April 2016. The first plan to renovate the Lake Hiawatha Branch Library was cancelled by the Mayor at that time. Then in 2018, the new Mayor was in support of a new building and the grant was submitted for a 50% match. BKP was hired again to do another plan.

Final fees to pay BKP for the construction has not been agreed upon yet. Demolition and construction must not exceed the budget. Also, the Library Board would like a Construction Project Manager service who will have the best interests of the Library in mind. The proposal did not include the cost of a project manager. Cindy is also concerned that nothing is budgeted to actually store and move all the library books and equipment.

C. Personnel

The search for a Library Director continues. This will be discussed in the Closed Session.

Lorraine Calkin is retiring after 43 years of service.

As of January 1st the minimum wage is \$12 for employees over 18 years old.

Pandemic Services:

Library employees are taking shifts as customer greeters. They are greeting patrons reminding them to wear masks and keep socially distant.

MAIN membership agreement was discussed. The cost for MAIN is \$92,000. This is the same as last year. Hunterdon County Library system will be joining MAIN. It was agreed that the library would be fine free until the end of February.

D. Policy

No report

E. Technology and Strategic Planning

No Report

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 250 dated 12/21/20 made by Ellen Waldman and seconded by Joe Weisberg

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

Ellen and Hait will come in and sign checks tomorrow.

Motion to go into closed session at 7:30PM made by Joe Weisman and seconded by Fred Preston.

IX. CLOSED SESSION

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 7:45 PM by Joe Weisberg and seconded by Rosemarie Merola.

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

Proposed motion to enter into contract negotiations with BKP:

The Parsippany Board of Library Trustees contracted with BKP to renovate the Lake Hiawatha Library on April 25, 2016; the project was suspended in November 2016 because of a lack of support from the Township administration. The Board and Director of the Library met with BKP in February 2018 to adjust the plans to the development of a new Lake Hiawatha Library, so that a proposal could be submitted for the newly available Library Construction Grant program.

The Library was notified that the matching grant of \$2,999,530 was awarded. Therefore, the recommended motion is for the Parsippany Board of Library Trustees to enter contract negotiations with BKP for architecture, civil engineering, structural, mechanical, electrical, life safety, and technology systems engineering.

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

Resolution for the salary range for the new Library Director:

The salary range in the job description will be \$120,000 -\$140,000

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

X. ADJOURNMENT

The next meeting will be via Zoom at 7:00PM on January 25, 2021

MOTION: To adjourn the meeting at 7:51PM made by Ellen Waldman and seconded by Rosemarie Merola. **Motion carried.**