

4/26/21

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, Mary Kane, Sushmita Sharma, Joseph Weisberg, Ellen Waldman, Mayor Michael Soriano, Emily Peterson, Melissa Kuzma

III. APPROVAL OF AGENDA

Add to agenda to go into closed session

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve 3/22/21 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston.

All ayes. Motion carried.

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. Friends have 70 members which is 6 more than last year. However, they would still like more Board participation.
2. There will be a fundraiser from 5/11/21-5/16/21 at Verdi's restaurant on Rt 53. Patrons must bring the flyer, which will be available on the website or at the Library.
3. The Little Nook is active and has many baseball books during this season.

VI. REPORTS

A. Finance

Melissa reported that \$129,986 of the designated carryover was put into the 2021 budget. This can be used for whatever the Library needs and the rest will be put into a reserve for construction costs.

It was discussed that perhaps some of the funds could be used for furniture for the Children's Department.

B. Buildings and Grounds

Fred reported that he met with the Buildings and Grounds Committee and everyone has been very cooperative. The committee will meet again to discuss the hiring of a project manager and LEED commissioner. This will be voted on in May after reviewing the proposals received. Melissa also asked the architects to help with reviewing the proposals.

A leak was found in the Lake Hiawatha basement which was traced back to the oil tank. The tank was apparently empty. Melissa set up a regular delivery with the Parsippany Fuel Company.

Melissa visited Mt. Tabor. The book return needs to be replaced. This could be costly. Melissa is researching buying a used one.

C. Personnel

Melissa is reviewing open positions with HR.

D. Policy

There is a new policy regarding quarantining after travel. If vaccinated, there is no quarantine necessary. However, staff must provide proof of vaccination. Staff members who have had Covid and after three months would follow the same rule. This policy is because staff have requested time off for vacation travel.

The Board voted to approve this policy.

Motion: To approve the quarantine Policy was made by Joseph Weisberg and seconded by Fred Preston.

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

E. Technology and Strategic Planning

There was a talk about a \$10,000 mini technology Grant for the purchase of technology to-go kits. Melissa met with Val and Corrine. They put together the grant application very quickly and it was already submitted. There would be 25 to-go

kits covering topics like coding, robotics, gaming, and solar energy. The Library will also purchase ipads and internet hotspots to support the kits. Twenty kits will be available for cardholders to take home and five larger kits will be for in-house programming. The grant award will be announced on May 3rd.

VII. NEW BUSINESS

Lake Hiawatha opened for browsing in March and it has been going very well. The Main library is now open pre pandemic hours. The virtual programs are continuing. There are take and make activities in the Children's Department.

The library will resume charging fines on May 17th. This will be posted on the website and newsletter so patrons have advanced warning.

Book quarantining will be looked into. The library may decide to stop this but will need research more before a final decision is made. Once that happens, donations can be accepted again and bag sales will resume.

Sushmita asked if meeting rooms can be rented yet. Melissa said not at this time, perhaps by the fall.

It was also discussed when will the Board be able to meet in person again. It was suggested that September would be a good time to start. Ellen agreed and she will check with the Governor's guidelines.

Herb commented on the Parsippany Library You Tube. It has great programs and he wanted to thank the staff very much for their efforts.

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 254 dated 4/26/21 made by Joseph Weisberg and seconded by Fred Preston.

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

VIII. CLOSED SESSION

MOTION: to go into closed session at 7:25 was made by Joseph Weisberg and seconded by Rosemarie Merola

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, THEREFORE, 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 7:35 PM by Fred Preston and seconded by Joseph Weisberg

ADJOURNMENT

The next meeting will be via Zoom on May 17, 2021 at 7:00PM

MOTION: To adjourn the meeting at 7:45PM was made by Joseph Weisberg and seconded by Hait Leuva . **Motion carried.**