

May 17, 2021

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, Ilana Scherer, Sushmita Sharma, Joseph Weisberg, Ellen Waldman, Emily Peterson, Melissa Kuzma
Excused: Hait Leuva, Mary Kane

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve 4/26/21 Minutes of the Library Board of Trustees Meeting made by Fred Preston and seconded by Rosemarie Merola.

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. The fundraiser at Verdi's Restaurant did very well. There is no result on what the amount is yet.
2. Friends donated \$7,000 to the Library to fund the Summer programs.
3. Friends will be accepting donations at the Main library.
There will be a receptacle (garbage can) inside the doors to the Library. It will be a one bag per family limit for adult books, however, there is no limit on kid's books. This event will be held on 6/5/21 from 9:30-3:30 with a rain date of 6/12/21. The cost per bag will be \$5.00.

4. Melissa reported that the Book Nook at the Community Center has been given an eviction notice. There was a lengthy discussion about whether to try to keep the Book Nook at that location. It was also discussed what to do with all the books at that location.

VI. REPORTS

A. Finance

Melissa reported that the grant agreement for the Lake Hiawatha project requires the library to pay expenses with matching funds. Melissa met with Fred Carr to set up how to pay these expenses.

Ellen told the Board that Melissa would like to purchase a standing desk. This expense was approved by the Board.

The Foundation Tax bill was discussed. There is about \$14,000. in the fund right now. Melissa will talk with Cindy Czesak, who will be joining the Foundation, about how to increase fundraising. Some fundraising ideas were also discussed with the Board and there was a lot of feedback from the members.

B. Buildings and Grounds

Fred reported that the RFP's for Project Management Services and LEED were reissued and are due May 26th. The Building and Grounds Committee will meet the first week of June to review the proposals. This meeting was scheduled for Tuesday, June 1st at 3:30.

Herb asked about the Lake Hiawatha leak. It was determined by Joe Jannarone that the gutters were clogged. The Town will hire someone to clean the gutters at no expense to the Library.

Mt. Tabor will need to have a cleaning crew scheduled. It has not been well cleaned since Covid last year. Also, a vacuum will need to be brought over from the Main Library.

The Library lawyer reached out to Mt. Tabor and it was suggested that the building be turned over to the Town. The Town will maintain it. However, the building will have to remain as a library or it would revert back to the Mt. Tabor CMA Association. There was a lot of discussion between the Board members regarding the pros and cons of this idea. There seems to be a lack of communication between the lawyers. Ilana offered to reach out to the Mt. Tabor CMA to get an update. The Library attorney said not to open Mt. Tabor yet because it would be a liability.

C. Personnel

Melissa is still looking at open positions. She would like to reorganize so the staff would be better utilized.

D. Policy

Rosemary reported that there are two new policies regarding Unsafe/Disruptive Behavior and Library Service During a Public Health Emergency. These will be added to the amended Directors Bulletin.

There were no questions about these policies.

E. Technology and Strategic Planning

No report

VII. UNFINISHED BUSINESS

VIII. OLD BUSINESS

A letter was mailed to the disruptive patron. Since the incident, he has come into the library and was well-behaved.

IX. NEW BUSINESS

There was a resolution to appoint new members to the Foundation Board. These members will be Fred Preston, Hait Leuva, Melissa Kuzma and Cindy Czesak.

Be it resolved that the Board approves suspending curbside pickup and browsing appointments at Lake Hiawatha on June 8, 2021 so that the library can be used for the Primary Election.

Be it resolved that the Board approves discontinuing the book quarantine and reopening bathrooms and water fountains.

Be it resolved that the Board approves the revision of the Prevention of Unsafe/ Disruptive Behavior Policy.

Be it resolved that the Board approves the adoption of the Library Service During a Public Health Emergency Policy.

A. Approval of the amended Director's Bulletin

MOTION: To approve the amended Directors Bulletin Number 255 dated 5/17/21 made by Fred Preston and seconded by Rosemarie Merola .

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

X. ADJOURNMENT

The next meeting will be at the Main Library on 6/21/21 at 7:00PM.

MOTION: To adjourn the meeting at 8:07 PM made by Joseph Weisberg and seconded by Fred Preston. **Motion carried.**