

**6/21/21 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, Ilana Scherer,
Joseph Weisberg, Ellen Waldman, Melissa Kuzma
Excused: Emily Peterson, Sushmita Sharma, Hait Leuva

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve 5/26/21 Minutes of the Library Board of Trustees Meeting made by Herb Levine and seconded by Rosemarie Merola.
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. The outdoor bag sale raised \$1,950.00 for Friends and the fundraiser at Verdes earned \$189.00.
2. Melissa was happy about how well the recent outdoor book bag sale went.

There were many volunteers and a good turnout from patrons of the Library.

VI. REPORTS

A. Finance

Melissa would like to meet with the committee to review the budget. It is underfunded in certain places. The library is behind on revenue collection due to

COVID. Revenue from the soda machine was discussed and the vending machines need to be refilled.

B. Buildings and Grounds

Joe Jannarone suggested adding more circuits to the generator to add the elevator and more building lights. He will look into getting a quote to do this.

The backup battery in the elevator will need to be replaced.

There was a backup in the restroom by the Children's department. The plumber came and found that there was blockage due to wipes/paper towels being put into the toilets. Melissa had the paper towels removed and the hand blowers reinstalled.

The Board thanked Melissa for asking the town to put up Library signs on Rt 202. The Public Works department accomplished this very quickly.

Melissa also thanked the town for their help with the trees etc.

Lake Hiawatha will fully reopen in July with adjusted hours.

C. Personnel

Melissa held a personnel committee meeting. There is a need to fill open positions at the Main Library. Soon there will be postings for Head of information Services, a part-time Library Assistant for Customer Service and a part time Reference Librarian.

There was a lengthy discussion regarding how the Town will budget these employees into the Health Benefit Plan.

D. Policy

The new quarantine policy was discussed and approved.

E. Technology and Strategic Planning

No Report

VII. UNFINISHED BUSINESS

Melissa talked about the Directors Report. Herb asked that the report be kept more current.

The closing of the Book Nook was discussed. The Book Nook made about \$2000.00 in 2019.

It would be hard to find people willing to staff the Book Nook. It was proposed to have more indoor bag sales in the Fall and Spring with a lot of promotion at the Main Library.

There will also be a space for a Book Nook in the new Lake Hiawatha Library. Books will still need to be moved out from the existing building at the Community Center. Melissa suggested a “closing” sale however, most of the good books were already brought to the Main Library for the book bag sale.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board approved the Project Management Services proposal submitted by McCoy and Simon.

The Board also approved the LEED proposal submitted by Wright Commissioning.

There was a vote:

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

There will continue to be Museum Passes at the front desk of the Main Library.

A. Approval of Director’s Bulletin

MOTION: To approve the Directors Bulletin Number 256 dated 6/21/21 made by Herb Levine and seconded by Fred Preston.

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

ADJOURNMENT

The next meeting will be 7/26/21 at 7:00 PM

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