

7/26/21

**MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

Vice President Fred Preston 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,
Melissa Kuzma, Barbara Sargent

Excused: Ilana Scherer, Sushmita Sharma, Joseph Weisberg, Ellen Waldman,
Emily Peterson

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve 6/21/21 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Hait Leuva.

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. There will be a "going out of business" bag sale at the Parsippany Community Center Book Nook from 10am until 4pm from 9/20/21 -9/24/21. The price will be \$5 for a large bag.

2. There will also be a bag sale at the Main Library little Book Nook 9/24/21-10/22/21. Large bags will cost \$10. The little Book Nook is doing well and has already earned \$400-\$500.
3. Prom Dress sale will be the first weekend in February 2022.

VI. REPORTS

A. Finance

Hait said there was no report because the committee was unable to meet.

Melissa reported that she will be moving money between accounts at the end of the year.

B. Buildings and Grounds

The elevator at the Main Library stopped working after the building lost power. TK Elevator came and said it was a dead backup battery. Joe Jannarone was asked to get a new battery for us instead of going through the elevator company. However, we were still charged \$950 by the elevator company for the visit because batteries are not covered under our service agreement. Melissa called the company to dispute the charges and eventually they agreed to reduce the amount to \$475. The TK Elevator contract will be up for renewal in February. Melissa recommends canceling this contract and move to Morris County Elevator. They charge \$300 less per year and their hourly rate is about \$200 less.

Lake Hiawatha is an ongoing discussion and there will be a meeting with the architect on August 2nd.

The Library needs an ordinance of appropriation from the Town by 9/1/21. If this is not received it will jeopardize the Grant. Melissa has been trying to contact the town to get this accomplished.

C. Personnel

There are still two part time and one full time position to fill. There have been many very good candidates. Melissa said the decisions will be made soon.

D. Policy

Bereavement Leave policy changed to 3-5 days with pay.

The Donation Box policy allows organizations to place boxes in the library to collect for causes that would benefit the community.

The Meeting Room policy was discussed at length. The proposal was that there be no fee for local Non-profit groups who meet less than 6 times in 6 months. The

fees for 7-15 times within 6 months is \$50 and if they meet over 16 times in that period it would be \$100. If a group is not non-profit then they will have to be charged to use the room. The discussion within the Board was if their meeting is open to the public or a closed private meeting. Also, are the people at the meeting mostly Parsippany residents. Should groups who are closed clubs be charged as well. It was suggested that this needs more discussion so the new policy would not begin until January 2022.

E. Technology and Strategic Planning

No Report

VII. UNFINISHED BUSINESS

VIII. OLD BUSINESS

The software for the events calendar needs to be updated. A committee has evaluated three different products and will be making a recommendation to Melissa.

On July 6th Lake Hiawatha was opened to the public.

The library services expansion of hours will be put on hold due to the latest Covid surge. Future plans will be discussed at the September board meeting.

Virtual programming is continuing on YouTube and Zoom. Some children's programming has taken place outside at the Main Library.

IX. NEW BUSINESS

Direct Install Program

This helps the Township replace old equipment with energy efficient equipment which would include new lighting etc. This would come at a monthly cost to the library of over \$3500/month however this would reduce the energy bill. The library was not asked if they wanted to be part of this project even though they would be charged for this. Melissa was not sure where the funds for this would come from.

Foundation

The library received a \$5000 invoice from the attorney for the Foundation tax return. Melissa talked to the attorney about these charges. The Foundation's account balance is \$14,000 and all of the money is designated for author events. Over the past

few years the Foundation is actually costing the library money and it is basically inactive. Melissa suggested having a Foundation meeting to get it back on track, get ideas for fundraising or consider closing the Foundation completely.

Mt Tabor

Melissa asked the Board for their opinion on reopening Mt. Tabor. It was suggested that it could reopen for limited hours of perhaps 22-23hrs per week. The Board will revisit next month.

Lake Hiawatha Contracts

There was a discussion of the two contracts making sure the Board understands the wording.

RESOLUTION APPROVING A CONTRACT FOR FUNDAMENTAL AND ENHANCED COMMISSIONING SERVICES TO WRIGHT COMMISSIONING OF BALA CYNWOOD, PA FOR THE NEW LAKE HIAWATHA BRANCH LIBRARY CONSTRUCTION

Roll Call: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Barbara Sargent.

All Ayes

RESOLUTION APPROVING A CONTRACT FOR PROJECT MANAGER TO MCCOY AND SIMON OF PRINCETON, NJ FOR THE NEW LAKE HIAWATHA BRANCH LIBRARY CONSTRUCTION

Roll call: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Barbara Sargent.

All Ayes

Approval of the amended Director's Bulletin

MOTION: To approve the amended Directors Bulletin Number 257 dated 7/26/21 made by Herb Levine and seconded by Rosemarie Merola.

AYES: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Barbara Sargent

ADJOURNMENT

The next meeting will be September 27, 2021

MOTION: To adjourn the meeting at 8:30 PM made by Barbara Sargent and seconded by Rosemarie Merola . ***Motion carried.***