

9/27/21

**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](http://parsippanylibrary.org)

**II. ROLL CALL**

Present: Rosemarie Merola, Fred Preston, Herb Levine, Ilana Scherer, Dennis Mulroony, Ellen Waldman, Melissa Kuzma  
Excused: Hait Leuva, Sushmita Sharma, Joseph Weisberg, Emily Peterson, Barbara Sargent, Mayor Michael Soriano

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF THE MINUTES**

**MOTION:** To approve 7/26/21 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston.

**All Ayes**

**Roll Call:** Fred Preston, Rosemarie Merola, Herb Levine, Ilana Scherer, Ellen Waldman

**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 does not have the final tally of the Book Nook sale from last week. The sale will continue until 10/21/21. There are bags for \$5 or \$10.
2. There will be a fundraiser at Gourmet Café on 10/18/21.
3. In December there will be a wreath sale.

## VI. REPORTS

### A. Finance

Melissa will make a budget presentation at a meeting Town on October 18<sup>th</sup>. Right now the Library only receives state mandated funding. The Library is asking for funds to cover opening on Sundays and to cover the Direct Install Programs. Funding for 2022 will be coming out in October. The Library audit has still not been completed but is tentatively scheduled for the first week of October. In order to satisfy the Construction Bond grant agreement, this year's audit will have to be completed and passed before June 1, 2022.

### B. Buildings and Grounds

Melissa reported that Lake Hiawatha was given an extension for submitting the bond ordinance until September 7<sup>th</sup>. Janet Simon, the project manager, recommended an independent cost estimator. NASCO was hired and will present this to the library. It was also suggested we get a construction attorney.

Janet and Melissa have been working with the Lake Hiawatha staff to determine shelving needs.

In the Main Library it has been decided to cancel the contract with TK Elevator at the end of January 2022. The library will sign a single-year contract with Morris County Elevator.

A new door count system is being installed to count the number of visitors at the Main library. This will enable the library to see what the busiest and slowest hours and days are.

There was a fire inspection at both building and it was found that all of the 19 carbon monoxide detectors need to be replaced.

The handicap spots are being repainted and missing signs will be replaced.

The Lease for Mt Tabor Library was discussed. The Town attorney and the CMA attorney met. The proposal was for a 99 year lease at \$1 per year as long as the building stays as a Library. The question still is whether the Town will be willing to pay for the upkeep to the building.

### C. Personnel

Nicholas Jackson was hired for the position of Information Services Manager. Bill Harrison will take over as manager of a combined department as Head of Technology and Customer Services. Connie Bermudaz has accepted the position of Teen Librarian and Kerrie Jones will be the Children's Librarian. Daksha Raval was hired on August 23, 2021 as a Part Time library assistant in Customer Service at the Main Library.

Melissa proposes increasing the hourly rate for Library Assistants to \$15 or \$16 depending on length of service.

D. Policy

Rosemarie reported that the committee met to discuss three policies.

E. Technology and Strategic Planning

No Report

**VII. UNFINISHED BUSINESS**

Summer reading wrapped up at the end of August. There were a total of over 1500 participants and there were many fun contests. A Story Walk was set up on the outside lawn.

The Main and Lake Hiawatha Libraries have started a “floating” collection for audiobooks, Playaways and Wonderbooks. Wherever an item is returned it will stay at that library.

Melissa will be applying for the “Ready for Anything” grant to buy 6 Chromebooks with Wi-Fi hotspots to lend at Lake Hiawatha.

The Mt Tabor lease is an ongoing discussion.

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

2022 Board Meeting dates.

The Library will switch closing on Columbus day to closing on Juneteenth instead (observed June 17<sup>th</sup> in 2022).

The Board approved three policies:

\* Library Security Policy

\*Open Policy Records Policy

\*Quarantine/Travel Policy

There was a security issue which the Board had to discuss. A man exposed himself and urinated in the Library parking lot. It is the same person who was warned a few months ago after an altercation with our Security Guard regarding wearing a mask. Melissa would like him banned from the Library for a violation of code of conduct. Since this is his second offense it was voted on by the Board to ban him for 6 months from both the Main and Lake Hiawatha Libraries , the parking lot and property around them. After the six months, Dennis suggested having some sort of re-entry

meeting with him. The Board suggested creating a conduct policy to address all levels of offenses. Melissa will ask for the Library lawyer's opinion.

A. Approval of Director's Bulletin

**MOTION:** To approve the Directors Bulletin Number 258 dated 9/27/21 made by Rosemarie Merola and seconded by Fred Preston.

**All Ayes**

**Roll Call:** Rosemarie Merola, Fred Preston, Herb Levine, Ilana Scherer, Dennis Mulroony, Ellen Waldman

**ADJOURNMENT**

The next meeting will be October 25, 2021 at 7PM

**MOTION:** To adjourn the meeting at 8:00 PM made by Dennis Mulroony and seconded by Rosemarie Merola. **Motion carried.**