

10/25/21

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, Dennis Mulroony, Sushmita Sharma , Ellen Waldman, Emily Peterson, Melissa Kuzma
Excused: Ilana Scherer, Joseph Weisberg

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 the 9/27/21 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston.

All Ayes

Roll Call: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Dennis Mulroony, Ellen Waldman
Excused: Sushmita Sharma,

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 3rd Annual Wreath Sale will be on 11/10/21. The wreaths will be picked up on 11/26/21. Friends are looking for volunteers to help.
2. The Book Nook closed and sales totaled \$645. Better World Books took the rest of the inventory.

3. The annual Friends meeting is scheduled for 12/15/21.

VI. REPORTS

A. Finance

Fred, Melissa and Herb met with the Town to discuss asking for \$30,000 for Sunday openings and \$76,907 for the Direct Install program. These requests have not been resolved. Melissa also added that funding went up almost \$60,000 from last year. This is a 2% increase and will be used for salaries and other cost increases. The 2020 audit is being done and it should be received shortly. Emily asked Fred if he thought the Sunday opening would be approved. He felt it would happen soon.

B. Buildings and Grounds

Ellen reported that the Lake Hiawatha project is getting an independent cost estimate done by NASCO Construction.

The Main library has replaced all the carbon monoxide detectors and also had a new door count system installed. The Main Library had a \$2500 boiler repair, a \$800 generator repair and also another wasp nest removal by an exterminator.

C. Personnel

Nicholas Jackson started as Head of Information Services. He conducted two interviews for the part time information services librarian. Bill Harrison took over his new position as head of Technical and Customer Services.

Connie Bermudez resigned, so interviews will be held for the Teen Librarian position.

All Library staff received 12 online training courses that they must complete by the end of the year.

Annual performance evaluations are being performed.

D. Policy

No new policies to present this month but there will be several in the next two months, including the revised Meeting Room Policy.

E. Technology and Strategic Planning

No Report

Library Services and Outreach

In-person indoor programs will begin again soon. The Library has ordered 4 air

purifiers for the meeting rooms. Bat-apalooza was held this past weekend and was a big success

VII. UNFINISHED BUSINESS

Melissa spoke about the security issue regarding the patron who exposed himself. The Library delivered a letter by certified mail.

VIII. NEW BUSINESS

Melissa reported that the Library has entered into a Promissory Note in the amount of \$14,931 with Connie Bermudez, who recently resigned from her position.

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 259 dated 10/25/21 made by Rosemarie Merola and seconded by Fred Preston.

AYES: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Dennis Mulroony, Sushmita Sharma, Ellen Waldman

ADJOURNMENT

The next meeting will November 22, 2021

MOTION: To adjourn the meeting at 7:25 PM made by Herb Levine and seconded by Dennis Mulroony . **Motion carried.**