

11/22/21

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

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 10/25/21 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, Dennis Mulroony, Sushmita Sharma, Ellen Waldman

Excused: Joseph Weisberg

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 raised \$2800 from the combined Bag Sale and Little Nook.
2. 50 Wreaths have been sold so far.
3. The fundraiser at Gourmet Café raised \$250.
4. The Annual Meeting will be on 12/15/21.

VI. REPORTS

A. Finance

The library's 2020 audit was conducted in October. The library has extra funds from last year. The question is what to do with these funds. There could be a capital expenses reserve account started, which would set aside funds for expenses for building projects. The finance committee will meet to decide what to do.

B. Buildings and Grounds

Fred reported that the with inflation from the supply chain, the Lake Hiawatha project may have to be scaled down. Several ideas were discussed. The budget still will not cover the project.

The Main library passed its fire inspection after replacing all the carbon monoxide detectors. The staff entry door system will be replaced with an ADT OpenPath system. Melissa also signed a contract with a new company for the front door maintenance which will save about \$2000 per year.

C. Personnel

The Main library hired two new employees. Valerie Arnold was hired as a full time Teen Coordinator. Nicholas Jackson started as Head of Information Services. Melissa also approved salary increases for Donna Ricker, Annette Terrone, Rose Schulman and Kristen Comeaux.

Department Heads at Main and Lake Hiawatha library will be promoted to Librarian 3 with a salary increase.

D. Policy

Five new policies will be approved.

*Library of Things Lending policy

*Inclement Weather policy

*Snow Closing policy

*Meeting Room policy- Certificate of Insurance will be required to use a room and also need to sign a Hold Harmless agreement

*Collection Development policy

E. Technology and Strategic Planning

No Report

VII. UNFINISHED BUSINESS

VIII. OLD BUSINESS

Several trustees attended the State Library presentation on going fine-free and the topic was discussed at length.

IX. NEW BUSINESS

Melissa reported that the Library received a grant from LibraryLinkNJ of \$3,354 for a new service called *Chromebooks to Go* at Lake Hiawatha.

The library started planning and doing “in person” programs, and has launched a new online event calendar. The same software allows us to loan Museum Passes, many of which are now printable from home, and Library of Things items.

There will be a Gingerbread decorating contest at the libraries as well as a Winter Reading program for all ages.

A. Approval of Director’s Bulletin

MOTION: To approve the Directors Bulletin Number 260 dated 11/22/21 made by Rosemarie Merola and seconded by Fred Preston.

AYES: Rosemarie Merola, Fred Preston, Herb Levine, Dennis Mulroony, Sushmita Sharma, Joseph Weisberg, Ellen Waldman

The two tutorial rooms were discussed. It was suggested removing the door and/or installing cameras to make the rooms safer and easier for staff to manage. A new policy will be presented at the next meeting.

ADJOURNMENT

The next meeting will 12/20/21 at 7:00PM

MOTION: To adjourn the meeting at 8:27 PM made by Rosemarie Merola and seconded by Fred Preston. **Motion carried.**