

12/20/21

**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 21, 2021 issue of the *Daily Record*. Notice has been posted on Parsippany Library Website, parsippanylibrary.org

II. ROLL CALL

Present: Hait Leuva, Rosemarie Merola, Fred Preston, Denis Mulroony, Joseph Weisberg, Ellen Waldman, Emily Peterson, Melissa Kuzma
Excused: Herb Leivne, Ilana Scherer, Sushmita Sharma, Barbara Sargent

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES

MOTION: To approve 11/22/21 Minutes of the Library Board of Trustees Meeting made by Joe Weisberg and seconded by Fred Preston.

All Ayes

Roll Call: Hait Leuva, Rosemarie Merola, Fred Preston, Joseph Weisberg, Ellen Waldman, Denis Mulroony

Excused:

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 had their first meeting to vote on officers.
2. Prom dress sale coming up
3. Concerned about cancelling Prom Dress sale due to COVID; will be meeting to discuss

VI. REPORTS

A. Finance

- Melissa has done a lot of work on the budget
- No info about 2022 medical premium yet
- Will be voting to revise 2021 revenue & budget as well as pass 2022 revenue & budget
- Melissa received an email from the town saying we owe them \$32,000 in medical benefits that needs to be paid by the end of the year; there is a meeting set up for tomorrow morning to discuss

B. Buildings and Grounds

- Main issue is the new LH building
- State Librarian met with Janet our project manager & we told her that based on our most recent cost estimate, our project is approximately \$3mil over budget
- Looking for ways to bring project back into a manageable budget
- If there are substantial changes, it would have to be voted on again by the legislature, so we want to avoid that if at all possible.

C. Personnel

- We have had two staff members at LKH in last week tested positive for COVID
- Current guidance is that vaccinated people don't have to quarantine after exposure as long as they're not showing symptoms but unvaccinated people have to quarantine
- Reduced hours at LKH this week because we're short staffed due to quarantining staff
- One of our Children's librarians at the main branch and 2 part time library assistants at LH have resigned
- So far we've had good luck filling our open full time positions but part time positions have been harder to fill
- Some concern about staffing moving forward due to the labor shortage and the abundance of open positions in libraries right now
- Performance evaluations for all staff due to be completed by the end of this month
- Director's evaluation will be done before the January board meeting @ 6:30

D. Policy

- Notary Policy
 - o Small typo in middle
- Study Room Policy
 - o Change to "groups will adhere to library rules"

- o Going to allow single use only in the tutorial rooms
- o Going to call them “individual study rooms”
- o Everything in this policy was discussed at last meeting

E. Technology and Strategic Planning

No Report

VII. UNFINISHED BUSINESS

VIII. OLD BUSINESS

IX. NEW BUSINESS

- Revised monthly statistics report starting in February for the January statistics
- Moving to a new eBook platform “Libby” starting in January
- Will continue with virtual programming and revisit in-person programming in January

A. Approval of Director’s Bulletin

MOTION: To approve the Directors Bulletin Number 261 dated 12/20/21 made by Fred Preston and seconded by Denis Mulroony. **ALL AYES.**

X. EXECUTIVE SESSION

Motion to go into executive session – Hait Leuva & Roe Merola. All Ayes.

Motion to come out of executive session – Fred Preston & Hait Leuva. All Ayes.

ADJOURNMENT

The next meeting will 1/24/21 at 6:30PM

MOTION: To adjourn the meeting at 7:40PM made by Fred Preston and seconded by Hait Leuva. **Motion carried.**