

9/19/22

MINUTES OF THE REGULAR MEETING

OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES

I. CALL TO ORDER

The meeting was called to order at 7:25PM. 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 6, 2022 issue of the *Daily Record*. Notice has been posted on Parsippany Library Website, parsippanylibrary.org

II. ROLL CALL

Present: Herb Levine, Hait Leuva, Fred Preston, Sushmita Sharma, Melissa Kuzma, Denis Mulroony

Excused: Rosemarie Merola, Joseph Weisberg, Ellen Waldman, Frank Neglia, Barbara Sargent

III. APPROVAL OF AGENDA

MOTION: To approve the agenda made by Denis Mulroony and seconded by Hait Leuva **All ayes. Motion carried.**

IV. APPROVAL OF THE MINUTES

MOTION: To approve 7/25/22 Minutes of the Library Board of Trustees Meeting made by Denis Mulroony and seconded by Hait Leuva **All Ayes. Motion Carried.**

V. PUBLIC HEARING

The meeting was opened to the public at 7:30PM.

A. Friends of the Library

Melissa Kuzma reported for the Friends.

1. Friends will be having a bag sale Oct 3rd – Oct 20th. \$6 for a large bag and \$10 for an extra large bag which is reusable. We will also be selling the reusable bags at the desk after the sale is over. Board games will also be available during the sale.

2. The Friends continue to support the Lake Hiawatha building project as much as they can. They put our presentation on their website on the Lake Hiawatha page and will be sending out a letter to the editor on the subject.

B. Public Comment

The meeting was opened to public comment concerning the Mount Tabor Library.

VI. REPORTS

A. Finance

We are on plan to meet our budget for the end of the year. We've been able to add lots of new books with the library funds this year. We should know our 1/3 mill number in the next few weeks and Melissa will be working on the 2023 budget.

B. Buildings and Grounds

We've had some ongoing maintenance issues as well as the status of the Lake Hiawatha Branch. Melissa is going to set up a meeting with the Mayor, as we know the Town doesn't want to lose this grant. Unfortunately, we can't change the scope of the project more than 9.9% and keep the money.

There will be more updates next month.

C. Personnel

Bill Harrison will be retiring at the end of November 2022. We are currently interviewing for his position and figuring out how to transition his responsibilities.

D. Policy

Melissa reported on the eight policies that were revised and approved by the Board.

- * Borrowing Policy
- * General Employment Practices
- * Medical and Family Leaves of Absence
- * Paid Family Leave
- * Quarantine and Travel
- * Sick Leave
- * Temporary Disability
- * Vacation Leave

VII. UNFINISHED BUSINESS

No questions about the Director's Bulletins but Melissa offered some updates:

- There were some maintenance issues at Lake Hiawatha. A bad ballast caused some smoke and the smell of smoke. The building also leaks when it rains. We recently replaced the toilet in the first floor ladies' room.
- We've added some new museum passes to the museum pass program.

- We were awarded a PLA Workshop incentive to be used on computing classes in Hindi and Gujarati.
- We're currently moving things around upstairs at the Main Library. Mainly new materials have been moved to a new display area.
- A mini horse visited Lake Hiawatha!
- We had a bunch of very successful summer reading programs, with 1,499 total kids, teens and adults participating.
- The Teen Section will now be called Young Adult.
- The Whalemobile Visited the Main Library.
- The Main Library was open on Sunday 9/11 for the first time since the pandemic.
- We received an LSTA Grant of almost \$5,000 to purchase iPads and literacy apps for our Children's rooms.
- We're working with CoLab Arts for an Oral History Project.
- We'll be having a Blood Drive at the Main Library on September 28.
- We're getting a new language learning resource through MAIN: Mango Languages.
- All departments collaborated on Summer Reading and are currently planning a Diwali celebration.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 270 dated 9/19/22 made by Denis Mulroony and seconded by Sushmita Sharma

AYES: Herb Levine, Hait Leuva, Fred Preston

X. ADJOURNMENT

The next meeting will be October 24, 2022

MOTION: To adjourn the meeting at 8:06PM made by Denis Mulroony. **All Ayes. Motion carried.**