

Roseland Free Public Library
Board of Trustees Meeting
May 2, 2016

Call to Order: 7:25 pm

Attendance:

- Christopher Lee, Terry Gamba, Sharlene Vichness, Brian Flynn, Jackie Oliveira, Jean Perrotti, William Tedesco, and Deborah Sessa
- Brian Donohue arrived at 7:34 pm
- Absent: Jack Vidovich

Approval of Minutes:

Brian Flynn made a motion to approve the April 2016 Board Meeting minutes, Jean Perrotti seconded the motion, and it was approved unanimously.

Public Comment:

None to Report

Council Liaison's Report:

Mr. Smith was not present.

Correspondence:

None to report

Treasurer's Report:

- Brian Flynn presented the Bill List. Brian made a motion to approve the bill list, Bill Tedesco seconded the motion, and it was approved unanimously.
- Brian Flynn advised that purchase orders be signed by the recipient prior to payment being made.
- The Surplus and Deficits report shows a deficit through April. This is reflective of BCCLS charges.
- Status of the computer upgrade was discussed. Chris reported that there is nothing new to report. However, he will prepare a plan for the June meeting. Brian Flynn advised that the plan follow the procurement process and be completed with requirements, 3 quotes, and potential vendors.

Librarian's Report:

- Christopher reported that Lauren Seiner has been assisting Jen Overton.
- Jen Overton had a baby girl. The members of the Board of Trustees expressed the desire to send a gift to Jen. Bill Tedesco made a motion to send Jen a gift card (Babies R Us or Amazon), in the amount of \$50.00, Brian Donohue seconded the motion and it was approved unanimously.
- Employee reviews and interview schedule were created along with Carrie Plantamara (CWS).
- Jen Overton's review will have to be rescheduled after she returns from her maternity leave.

- It was suggested that the Performance Appraisal form be revised to reflect job specific goals.
- Carrie Plantamara would like to meet with the Board of Trustees at the June 6 meeting.
- Brian Flynn advised Terry to choose someone to complete bank reconciliations.

Old Business:

- Chris provided Debbie Sessa with a list of vocabulary rich books, prepared by Jill Pruden, that are available through the library. This will be passed onto Jennifer Serravallo, Literacy Consultant, at Lester C. Noecker School.

New Business:

- Sharlene Vichness reported that the Friends of the Library have expressed a desire to provide some landscaping for the grounds of the library. Brian Flynn suggested that she e-mail Maureen Chumacus to make her aware of this and determine if permission from the borough is necessary.
- West Essex High School Senior Service begins on May 16. Christopher has planned several activities for the students to complete. These activities include, but are not limited to, painting and organizing the summer reading program materials. It will be necessary to purchase paint and other materials necessary for the painting project.
- Bill Tedesco suggested that the Pledge of Allegiance be said at the beginning of each meeting so as to be consistent with all other borough meetings. Bill Tedesco made a motion to say the Pledge of Allegiance at all library board meetings, Brian Donohue seconded the motion and it was approved unanimously.

Adjourned:

- Brian Donohue made a motion to adjourn the meeting at 8:10pm, Bill Tedesco seconded the motion and it was unanimously approved.
- Next meeting Monday, June 2016 at 7:15 pm. This will be last meeting before breaking for the months of July and August.

Respectfully submitted,
Deborah Sessa