

Roseland Free Public Library
Board of Trustees Meeting
November 7, 2016

Call to Order: 7:19 pm

Attendance:

Brian Donohue, Sharlene Vichness, Brian Flynn, Saumita Lepre, Jean Perrotti, William Tedesco, Jack Vidovich, Christopher Lee, Terry Gamba and Jackie Oliveira

Absent – Deborah Sessa

Flag Salute

Approval of Minutes:

- Approval of October minutes Bill Tedesco made a motion to approve the minutes Sharlene second motion passed, Jean Perrotti and Jackie Oliveira abstained.

Public Comment:

None

Council Liaison's Report:

Mr. Smith was not present

Correspondence:

- Three letters have arrived in protest to the medium that is scheduled to be in the library this upcoming weekend. So far there are about 75 people who have purchased advanced tickets. Terry explained this is a chargeable event and many of the libraries in our area have scheduled her. Christopher said he would respond to the letters cordially and thank them for their concerns.
- Brian Donohue wanted to give an update to everyone regarding our Council liaison. The mayor may appoint a different council person as our liaison he thinks rotating it may be best.
- Everyone introduced themselves since Jen Overton was present at the meeting. Jen is our new Assistant Librarian she started full time on 11/7/16.
- Brian Flynn discussed the organizational chart, and discussed the chain of command. Christopher said he will have a meeting to discuss the chain of command and who reports to who. Brian Donohue doesn't want the reporting

structure to stifle creative thinking he wants to make sure everyone discusses their ideas with each other. Jean said that if problems should occur the staff needs to follow the chain of command on the organizational chart.

- Brian Flynn said that the trustees will look into bringing back CWS on a monthly basis just to oversee the library management and staff meetings but we will have to see how that looks from a budget standpoint. The board impressed that Terry and Chris need to meet with their direct reports on a quarterly basis to make sure everyone is held accountable for their job descriptions and to make sure they are meeting their goals and objectives.

Treasurer's Report

- Brian Flynn presented the Surplus and Deficits Report and reported that the deficit is about \$12,000 dollars which is as bad as we first thought but the library needs to control the spending.
- Brian Flynn presented the November Bill List. Brian Flynn made a motion to accept the November bill list and Sharlene seconded the motion, and it was unanimously approved.
- Brian Donohue also made a suggestion that next time leases are negotiated that we should ask for a 60 day pay cycle so we don't have to pay late fees.
- Brian Flynn reported that our last years audit isn't back because the firm we use was sold and the auditor has left the firm but Brian will reach out to Mr. Mackenerny to see where it is at.
- Brian Flynn asked Chris when the audit is due, and Chris was unsure so Brian Flynn asked Terry to check with Judy to see if she can do this years Audit.

Librarians Report

- Chris said we have a new employee Zach Casio who started on 11/12/16
- We have some new programs upcoming this month those being the Medium, the Holiday program and Chris said once again the Trains will be set up starting in November.
- Chris hasn't been reporting his time and he explained his reasons for his absences he was in the hospital for 5 days, he is working with his primary care physician to get all of his issues addressed.
- Chris was asked if he has decided his new hours based on his illness, he said he had not decided on any definitive times, a discussion ensued and it was decided Chris's work hours will be 11:00 am – 6:00 pm due to his health issues Chris agreed. As a side note these times may have to adjust if Chris has meetings outside the building to attend.
- Chris and Terry called the Boro and asked for someone to come and fix the front sliding door, Terry explained a patron had complained that they almost walked into the door because it didn't open all the way. There was some confusion at the Town, the Town thought that Terry and Chris wanted new doors that isn't the case they just need to be adjusted.

- Chris was asked if he had the Technology information ready to present to the board.
- Chris responded no, nothing he has nothing completed to turn into the board to date. He has all the proposals but he hasn't put it in a formal proposal to present to the Board. It was explained to Chris again how the board wants the information presented.
- Carrie Plantamara asked Chris that in regards to the technology process why it hasn't moved forward in a year. There have been specific deadlines and they have been continuously missed.
- Carrie feels that it is important that Chris now gives the board a firm date that it will be submitted.
- Carrie asked Chris if his illness was the reason that his technology proposals weren't submitted to the board by the deadlines.
- Chris assured the Board that his illness had nothing to do with him not completing the technology project he was assigned.
- Chris is going to have Jen give him her input and he will try to have something out to us within the week.
- Brian Flynn reiterated Chris must follow the procurement policy that we have in place and if Chris still has some confusion over the process that maybe he should reach out to Maureen Chumakas at the Boro.
- Sumita asked that Chris submit it to the board next week so that everyone can digest the information, Chris assured Sumita the board will have it on 11/14/16.
- Benefits - Terry informed everyone that for next year the health benefits went up approximately 5% from last year but she is still waiting on the liability information. Terry compared all of the information and sent it to Brian Flynn, Brian Flynn will share it with everyone at the next meeting.

New Business

- Brian Donohue will be stepping down as President and nominations will take place in January.
- Brian Donohue feels that even though Brian Flynn is an extremely valuable treasurer he think Brian Flynn should be nominated as President, but again he said that is his opinion and if we don't have anyone to slide in as treasure then it would be best for Brian Flynn to remain as treasurer..
- Brian Flynn has spoken to Judy Nelson she is a CPA and she is potentially taking the treasures position she has sent her resume to Mayor Duthie.
- Margaret Dockerell from The Friends of the Library has also expressed interest in becoming a trustee she will submit her resume to Mayor Duthie.
- Jack Vidovich last meeting is tonight he will be moving to Caldwell next month. We were all sorry to hear and wished Jack the best.

Adjourned:

- Brian Flynn motioned to adjourn the meeting and Bill Tedesco seconded the motion all were in favor meeting was adjourned at 8:35 pm