

Roseland Free Public Library  
Board of Trustees Meeting  
December 11, 2017

**Call to Order:** 7:18 pm

**Attendance:** Brian Flynn, Jeannie Perrotti, Brian Donohue, Saumita Lepre, Judy Nelson, Jen Overton, Jeannie Perrotti, and Deborah Sessa  
Absent: Christopher Bardi, William Tedesco

**Approval of Minutes:**

- Jeannie Perrotti made a motion to approve the November Board Meeting minutes, Saumita Lepre seconded the motion, and it was unanimously approved.
- Saumita Lepre and Deborah Sessa abstained

**Public Comment:**

- None

**Council Liaison's Report:**

- Mr. Smith was not present

**Correspondence:**

- None

**Committee Reports**

**Treasurer's Report:**

- Brian Flynn presented the Bill List for December 2017.
- Discussion took place regarding the fee of \$450.00 which was for a Christmas program that took place on Saturday, December 9.
- Brian Flynn made a motion to approve the December Bill List, Brian Donohue seconded the motion, and it was unanimously approved.
- Brian Flynn presented the Surplus and Deficit Report. Currently the library is at a surplus.
- Discussion took place regarding renovation of the children's bathroom. The renovation is set to begin on Monday, December 18 and take about 2 weeks to complete. Demolition of the bathroom will commence on December 18, 2017 as a result, the opening of the library will be delayed. The library will open at 1:00 PM on December 18, 2017.
- Carpeting for the children's area will cost \$7,000.

- The monies for the children's bathroom and carpeting will come from the 2017 budget.
- A resolution for surplus monies to be used for the replacement of the circulation desk will take place at the January 2018 meeting.
- The Capital Plan was presented. Brian Flynn made a motion to approve the Capital Plan, Jeannie Perrotti seconded the motion, and it was unanimously approved.

### **Librarian's Report:**

- Jen Overton presented the Librarian's Report.
- Mr. Cinque is in the process of setting up the trains and the display will be open to the public on December 16, 2017.
- Jen is in the process of leveling the children's books in an effort to be consistent with Lester C. Noecker's book levels.
- A resolution to join the Educational Services Commission of New Jersey Co-op was presented.
- Jen requested approval to have seek architect plans drawn up for the quiet room building project. Brian Flynn made a motion to have architect plans drawn up for the quiet room building project, Saumita Lepre seconded the motion, and it was unanimously approved.
- Discussion took place regarding the need to replace the entrance way carpets. Jeannie Perrotti made a motion to use surplus monies to purchase new carpets for the entrance, Brian Flynn seconded the motion, and it was unanimously approved.
- The Policy Handbook was updated to reflect that Flextime must be used within the 2 week pay period it is earned, and does not accumulate over time.
- Since the Policy Handbook is in the process of being edited, the first reading of the handbook was tabled until the January 2018 meeting and approval will take place at the February 2018 meeting.

### **Committee Reports:**

None to report

### **Old Business:**

- The library has been reimbursed, by the borough, for the installation of the new front door.

**New Business:**

- Judy Nelson reported that she attended a library advocacy meeting for trustees.
- It will be necessary to replace 2 vacant trustee positions. Brian Donohue has graciously offered to reach out to Mayor Duthie for appointees. In addition, Brian will respectfully request that Christopher Bardi be named the Council Liaison.

Brian Donohue made a motion to enter Executive Session, Saumita Lepre seconded the motion, and it was unanimously approved.

Brian Donohue made a motion to exit Executive Session, Judy Nelson seconded the motion, and it was unanimously approved.

Saumita Lepre made a motion to adjourn the meeting at 8:50 pm, Brian Donohue seconded the motion, and it was unanimously approved.

Next meeting date: Monday, January 8, at 7:15 pm.

Respectfully submitted,  
Deborah Sessa