

Roseland Free Public Library
Board of Trustees Meeting
February 6, 2017

Call to Order: 7:18 pm

Attendance:

- Christopher Bardi, Saumita Lepre, Jean Perrotti, William Tedesco, Terry Gamba, Jennifer Overton, Peter Smith, and Deborah Sessa
- Jackie Oliveira joined the meeting at 7:33pm.
- Absent: Brian Donohue, Brian Flynn

Flag Salute

Approval of Minutes:

- Bill Tedesco made a motion to approve the January Board Meeting minutes, Chris Bardi seconded the motion, and it was approved unanimously.

Public Comment:

- Judy Nelson was in attendance in anticipation of her approval and swearing in as a member of the Roseland Library Board of Trustees.

Council Liaison's Report:

- Peter Smith was present
- Peter Smith commended library on the smooth transition of becoming autonomous from the borough and expressed that the library is an asset to the borough of Roseland.
- Public Housing and its impact on the library was discussed.

Correspondence:

- None to report

Committee Reports:

- Since Brian Donohue and Brian Flynn were not present the formation of committees was tabled until the March meeting to have a full board present

Treasurer's Report:

- Jeannie Perrotti presented the Treasurer's Report.
- It was reported that the library overspent by \$4,651.15. Jeannie Perrotti commended Jen Overton and Terry Gamba for their discretion in spending.
- There is no surplus in the library budget.
- Bill Tedesco made a motion to drop dental insurance, effectively immediately, for Terry Gamba and Jen Overton, Chris Bardi seconded the motion and it was unanimously approved.
- It will be necessary for Brian Flynn to determine whether a stipend can be given to Terry Gamba and Jen Overton since they will no longer participate in the dental program. This would be a savings of \$4,500. Per year for the library.

- Jeannie Perrotti presented the Bill List for February. Bill Tedesco made a motion to accept the February Bill List, Saumita Lepre seconded the motion, and it unanimously approved.

Librarian's Report:

- Jennifer Overton presented the Librarian's Report.
- Quotes for the technology plan were presented and reflected changes made.
- The cost of each section of the technology plan is below the \$17,500 limit therefore the procurement process and bidding process are not necessary.
- Chris Bardi will review the technology plan contracts.
- Approval of the technology plan was tabled until March so as to have a full board present.
- Jen Overton recommended that painting and carpet replacement take place in the computer room before the new technology is installed.
- Utilizing West Essex Senior Service students to paint the computer room was considered.
- The Library's share of Polaris was dropped which is a savings of \$3,000 on the BCCLS bill.
- The proposed salary increases have been table until the 2017 Personnel Committee has been formed.
- It will be necessary to clarify Jen Overton's and Terry Gamba's responsibilities.
- Employee reviews have to be conducted.
- Terry Gamba requested to attend EXCEL: Beyond the Basics professional development in April. The fee is \$99.00. Chris Bardi offered to assist Terry Gamba with any EXCEL questions. Saumita Lepre made a motion to approve Terry Gamba's attendance at the professional development, if necessary, after consulting with Chris Bardi. Chris Bardi seconded the motion, and it was unanimously approved.

Building and Grounds

- Jeannie Perrotti expressed the need for updating the library. Some areas that need updating are the circulation desk, rugs, and the children's area bathroom.
- Jen Overton reported in the Librarian's Report that this is being addressed. A five-year plan is being developed. In this plan the following is to be considered: new furniture, window treatments, flooring, carpeting, and updating the circulation desk. A priority list is being created and is forthcoming.

Old Business

- Deborah Sessa reported that Lester C. Noecker School is in the process of interviewing candidates for the Media Specialist in Cara Cunha's absence. An invitation was extended to Jen Overton to attend the upcoming author visit, date and time to be provided.

New Business:

- None to report

Adjourned:

- Bill Tedesco made a motion to adjourn the meeting at 8:25 pm, Saumita Lepre seconded the motion, and it was unanimously approved.

The next meeting take place on Monday, March 6, at 7:15 pm.

Respectfully submitted,
Deborah Sessa