

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

Call to Order: 7:15 pm

Attendance: Brian Flynn, Christopher Bardi, Saumita Lepre , Judy Nelson, Jen Overton, and Jeannie Perrotti

Absent: Brian Donohue, Deborah Sessa, Terry Gamba

Flag Salute

Approval of Minutes:

- Jean Perrotti made a motion to approve the October Board Meeting minutes, Chris Bardi seconded the motion, and it was unanimously approved.

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 November 2017.
- Discussion took place around the copy overage of \$229 and how this will work with the new copy machine contract (to be discussed later)
- Discussion took place around the charges for Comcast.
 - Jen Overton explained that the two charges are for the business phone, cable, and wi-fi packages
- Discussion took place around the recent repairs to the toilets in the bathrooms
 - Sensors had to be replaced
 - The borough paid for half of the expenses due to the this repair with the library paying the rest
- Brian Flynn made a motion to approve the bill list, Jean Perrotti seconded the motion and it was unanimously approved

Librarian's Report:

- Jen Overton presented the Librarian's Report.
- Discussion took place around the Kids Bathroom renovation project
 - The first estimate was for \$16,500 and the revised estimate is now lower at \$13,683. This is for the same scope of work and the contractor has been recommended by other libraries including West Caldwell
 - Jean Perrotti expressed that change orders will be required and will need to be signed before any additional scope or expense is incurred
 - The borough will come down and inspect the bathroom as a courtesy
 - The Bathroom will become handicapped, ADA compliant and will include a changing table
 - Recommended time to complete the project is December
 - Project is already in the budget
 - Bill Tedesco made a motion to approve the bathroom renovation project, Chris Bardi seconded the motion and the motion was unanimously approved
- The Board requested that Jen Overton update the capital plan for improvements to review in our next meeting in December
- Discussion took place regarding the copy machine replacement
 - New machines will be provided through a new lease contract
 - The library is currently experiencing issues with the machines
 - The new contract is \$10 less per month and includes 5,000 copies
 - Chris Bardi asked if we could negotiate a better volume price to match closer to our actual monthly usage. Jen Overton was going to check.
 - Jean Perrotti requested to review the copy machine contract
- Jen Overton expressed that the Pacio account has only \$3.07 left in it. Brian Flynn recommended closing the account.
- Discussion around the Special Projects account took place. This account will be used partially to pay for the Bathroom renovation and carpet install.
- Judi Nelson asked why the operating account had a high balance. Brian Flynn explained that this account is funded a quarter in advance to pay for the quarters upcoming expenses, payroll, etc.
- The Ebersbach fund/account is used exclusively for technology initiatives
- Jen Overton explained that the BCCLS rates will go up 20% over three years
- The library will now be able to accept credit cards for late fees
- Brian Donohue will serve on the BCCLS executive board
- Discussion around the current library board members took place. A list of board members and their terms will be provided. The board is down 2 members and additional appointments from the mayor and council will take place in January.

Old Business:

- None

Executive Session:

- Brian Flynn made a motion to go into Executive Session at 7:45 PM, Jean Perrotti seconded the motion and it was approved unanimously.
- Personnel matters were discussed in executive session.
- Brian Flynn made a motion to exit Executive Session at 7:55 PM, Jean Perrotti seconded the motion and it was approved unanimously

New Business:

- Brian Flynn made a motion to give Terri Gamba a 3% salary increase. Saumita Lepre seconded the motion and it was unanimously approved
- Brian Flynn made a motion to give Terri Gamba a one-time payment for unpaid work hours (82 hours). Jean Perrotti seconded the motion and it was approved unanimously.
- Discussion took place around the employee handbook. It will be modified to define & include Flex Time which will need to be used within the pay period granted. The handbook revisions will be reviewed at the December meeting
- Terri Gamba is not required to attend Library Board meetings unless requested as it is not in her job description.
- Discussion took place around the partial payment for the front door of the library and if the borough received the reimbursement in the amount of \$4,500. Jen Overton will confirm.

Brian Flynn made a motion to adjourn the meeting at 8:05 pm, Jean Perrotti seconded the motion, and it was unanimously approved.

Next meeting date: Monday, December 4, at 7:15 pm.

Respectfully submitted,
Christopher Bardi