

Roseland Free Public Library  
Board of Trustees Meeting  
October 2, 2017

**Call to Order:** 7:17 pm

**Attendance:** Brian Flynn, Christopher Bardi, Terry Gamba, Saumita Lepre, , Judy Nelson, Jen Overton, Jeannie Perrotti, and Deborah Sessa  
**Absent:** Brian Donohue, William Tedesco  
William Tedesco arrived at 8:22 PM

**Flag Salute**

**Approval of Minutes:**

- Brian Flynn made a motion to approve the September Board Meeting minutes, Saumita Lepre seconded the motion, and it was unanimously approved.
- Judy Nelson and Jeannie Perrotti abstained

**Public Comment:**

- None

**Council Liaison's Report:**

- Mr. Smith was not present

**Correspondence:**

- None

**Public Comment:**

- None

## **Committee Reports**

### **Treasurer's Report:**

- Brian Flynn presented the Bill List for October 2017.
- Discussion took place regarding the cleaning company. It was clarified that Vanguard Cleaning is contracted for three years, cleans 3 times per week—Tuesday, Thursday, and Saturday, and their fee is \$645.00. Terry has received quotes from other vendors however; their fees are almost double the current fees.
- Judi Nelson inquired about the utility bill being less this month. It was confirmed that the reason for this was because the air conditioning was not being used as much.
- Discussion took place regarding supplies reimbursement and the need for so many people to be involved. After several possible solutions were shared, Brian Flynn that in an effort to consolidate only one person be designated to make purchases.
- Judi Nelson requested clarification of the Mobile Hotspots. Jen Overton explained that it was a service for patrons to have a source of mobile wifi and will be provided by the library. Patrons would check it out of the library similar to checking out a book. The cost is \$240.00 a month for two per years. This cost includes data and unlimited service. A policy will be written to reflect the loan period to be 14 days, \$5.00 per day will be charged for late fees, \$100.00 fee for replacement, patrons will be required to sign a waiver.
- Discussion took place regarding what linking referred to. Linking is for the purpose of processing and labeling all books, CD's, and cases with call labels.
- It was suggested that Jen Overton look into the Costco membership and obtain the \$60.00 membership fee rather than the more expensive fee.
- Judi Nelson made a motion to approve the October Bill List, Jeannie Perrotti seconded the motion and it was unanimously approved.
- Brian Flynn presented the Surplus and Deficit Report. This month the library is at a \$12, 138.50 surplus.
- Jen Overton presented the Capital Plan. After reviewing the proposed plan and touring the library it was determined that the bathroom in the children's area was a priority to be completed in 2018, the Circulation Desk to be completed in 2019, and re-carpeting be completed in 2020.
- The children's area bathroom will include a changing table. Jen Overton will begin the procurement process.

## **Librarian's Report:**

- Jen Overton presented the Librarian's Report.
- Fall Festival is planned for October 21, 2017. Jen has been proactive in promoting this as a community event and work together with Mike Collitti. The event has to be promoted as either a borough event or a library event because of liability and workmen's compensation compliance. If there is a joint event between the Borough and the library Mike Collitti is requiring a certificate of insurance and workman's compensation for every vendor.
- The 2018 Holidays calendar was presented. It is consistent with the borough's holidays. Brian Flynn made a motion to approve the holiday calendar dates with the November 21, 2018 date amended to reflect a 1:00 PM closing, William Tedesco seconded the motion, and it was unanimously approved.
- The 2018 Board Meeting dates were presented. Jeannie Perrotti made a motion to approve these dates with an amendment to reflect a late July, early August meeting date to be determined; Saumita Lepre seconded the motion, and it was unanimously approved.
- Jen Overton proposed that fees for overdue DVD's be decreased to \$1.00 per day with no waiving the fees to be consistent with area libraries. William Tedesco made a motion to decrease the fees for overdue DVD's to \$1.00 per day, Jeannie Perrotti seconded the motion, and it was unanimously approved.
- The library received a letter from Maureen Chumacas regarding an unemployment bill. The Borough will pay the library \$9,510.00. The library will be responsible for paying any future unemployment bills. Terry Gamba will contact Maureen Chumacas to confirm payment of the bill by the Borough.
- The library will have to determine if they are to be "reimbursement" or "contributory" when it comes to unemployment. This was tabled until the November meeting pending further investigation into the pros and cons.
- Brian Flynn made a motion to accept the offer from Maureen Chumacas to pay the Unemployment Bill, Jeannie Perrotti seconded the motion, and it was unanimously approved.
- Jen Overton is proposing offering Hoopla—a digital based resource for DVD's, movies, and audio books—to the patrons with a pay per use policy so as to cap the usage.
- Several changes with BCCLS are taking place. Most notable will be a 20% increase to take place next year.



**Old Business:**

- Judi Nelson requested clarification of the auditor's recommendations. It was reiterated that the auditors recommended the payroll vendor verify that monies have been deposited into the appropriate state and federal accounts, any bidding must be done by a qualified purchasing agent, and that all checks written by the library have 2 signatures.
- Terry Gamba will contact Maureen Chumacas regarding providing guidance about qualified purchasing agent.
- Unemployment is being paid to Christopher Lee.  
The library has reached a settlement with Christopher Lee. The Library has reached a settlement agreement where the Library denies the truth or veracity of each and every allegation in the attorney's demand letter and believes it acted lawfully and properly at all times and in all respects.
- Discussion took place as to if payment of the settlement claim effects unemployment. This will be considered. Brian Flynn made a motion to approve the settlement payment to Christopher Lee, Saumita Lepre seconded the motion, and it was unanimously approved.

**New Business:**

- It will be necessary to fill the seats of 2 trustees. Nancy Kirby has sent a letter of request to Mayor John Duthie.

Jeannie Perrotti made a motion to adjourn the meeting at 9:04 pm, Christopher Bardi seconded the motion, and it was unanimously approved.

Next meeting date: Monday, November 6, at 7:15 pm.

Respectfully submitted,  
Deborah Sessa