

Roseland Free Public Library
Board of Trustees Meeting
September 7, 2017

Call to Order: 7:17 pm

Attendance: Brian Flynn, Christopher Bardi, Saumita Lepre, William Tedesco, Terry Gamba, Jen Overton, and Deborah Sessa

Absent: Brian Donohue, Judy Nelson, Jeannie Perrotti

Flag Salute

Approval of Minutes:

- Brian Flynn made a motion to approve the June Board Meeting minutes, Saumita Lepre seconded the motion, and it was unanimously approved.

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 September 2017.
- Discussion took place regarding the library installing water bottle refilling stations in an effort to save money and be more environmentally friendly. Terry Gamba will explore the options.
- Brian Flynn made a motion to approve the Bill List for September, Christopher Bardi seconded the motion and it was unanimously approved.
- Brian Flynn presented the Surplus/Deficit Report. It was reported that the library is in good financial standing
- Brian Flynn recommended that a capital improvement plan be created for the October meeting in an effort to begin preparing the 2018 budget. Discussion took place regarding quotes for the renovation of the children's area bathroom.

Two quotes were obtained: \$16,000 and \$17,500. Further discussion took place seeking the possibility of hiring a qualified purchasing agent for capital improvement projects. Terry and Bill will explore options available, possibly through the Borough.

- The audit report was reviewed and discussed. To be noted were the recommendations on Pages 24 and 25. Of note: Page 25 Third Party Service Organization: "we noted that the library was not verifying that their federal and state tax payments are being received and credited to their accounts with the IRS and State of New Jersey. This matter has been discussed with Library Officials for future compliance." In order to be compliant, the library will implement doing this on a quarterly basis. In addition, Page 25 Other Matters, it is recommended that a minimum of 2 signatures be on checks written to vendors and "all salaries including increases be properly documented in the minutes." Going forward, checks will have 2 signatures and the meeting minutes will include any salary increases.
- It was noted that Christopher Lee, former Library Director, has suffered a stroke and is currently recovering.

Librarian's Report:

- The Summer Reading Program was successful. While enrollment decreased, the total number of books read increased.
- The Teens program is being revamped in an effort to include 8-12-year olds.
- In an effort to reach out to the community, monthly activities calendars are being distributed to the children at Lester C. Noecker School, West Essex Middle School, West Essex High School and area pre-schools.
- The library and Mike Collitti continue to work together to create a collaborative endeavor between the library and the borough. A Halloween event to be combined with Trunk or Treat is being planned.
- The Friends Group is donating new furniture for the Children's Department. The library is grateful for this donation and their partnership.
- The exterior door has been installed and is on the bill list to be paid. Once paid, it will be sent to the Borough for reimbursement.
- Discussion took place regarding a policy change to lower membership fees. Brian Flynn made a motion to approve a policy change to lower membership fees, Chris Bardi seconded the motion, and it was unanimously approved.

Executive Session

- Brian Flynn made a motion to enter Executive Session, Bill Tedesco seconded the motion, and it was unanimously approved.
- Bill Tedesco made a motion to exit Executive Session, Chris Bardi seconded the motion, and it was unanimously approved.

Personnel:

- Brian Flynn made a motion to approve the promotion of Jen Overton to full time Library Director, with a salary of \$60,000 a year effective September 1, 2017. Chris Bardo seconded the motion and it was unanimously approved.

Old Business:

- Bill Tedesco shared his comments made to the Borough at recent Caucus Meetings regarding the physical structure of the library building. In his comments, he expressed appreciation to the Borough for their cooperation with the library and most recently the installation of the exterior door. He clarified that the library building belongs to the Borough and it is their responsibility to maintain and make repairs if necessary. Since the library is a tenant in the Borough's building, it is necessary for the Borough to adhere to the lease agreement. Furthermore, providing the library has monies available, we are willing to "meet the Borough half way" in the event exterior or mechanical repairs/replacements are necessary. Finally, \$4,500 has been approved to be paid by the Borough for the replacement of the exterior door.

Brian Flynn made a motion to adjourn the meeting at 8:17 pm, Saumita Lepre seconded the motion, and it was unanimously approved.

Next meeting date: Monday, October 2, 2017 at 7:15 pm.

Respectfully submitted,
Deborah Sessa