

Roseland Free Public Library  
Board of Trustees Meeting  
August 6, 2018

**Call to Order:** 7:24 PM

**Attendance:**

- Present: Jeannie Perrotti, Christopher Bardi, Areti Khitiri, Saumita Lepre, Judy Nelson, Jen Overton, Aristotle Popolizio, and Deborah Sessa
- Absent: Brian Flynn, Brian Donohue, and Nancy Kirby

**Approval of Minutes:**

- Judy Nelson made a motion to approve the June Board Meeting minutes, Saumita Lepre seconded the motion, and the minutes were unanimously approved.
- Deborah Sessa abstained

**Public Comment:**

- None

**Correspondence:**

- None

**Treasurer's Report:**

- The audit report was presented. Judy Nelson noted that there was one significant recommendation regarding adequate segregation of duties. The Director and the Board of Trustees will explore ways to resolve this issue.
- The audit report also recommended the implementation of a fixed asset accounting system. Terry Gamba is working on completing this list. The Board of Trustees is also suggesting that we meet with an insurance agent to make sure there is proper coverage on all assets of the library.
- Discussion took place regarding the library's operating account and perhaps the need to change it over to an interest-bearing account. Representatives from both Regal Bank and Valley National Bank will be invited to the September meeting to make presentations of their offerings.
- Judy Nelson presented the July and August Bill List. Areti Khitiri made a motion to approve the July and August Bill List, Saumita Lepre seconded the motion, and the motion was unanimously approved.
- Saumita Lepre made a motion to approve the Treasurer's Report, Aristotle Popolizio seconded the motion, and it was unanimously approved.



**Librarian's Report:**

- The Summer Reading program has been very successful with 244 participants.
- Interactive story times are planned for September.
- The Teen Librarian resigned and will not be replaced. Jen Overton is confident that the current staff can manage this program.
- Employee reviews will be taking place. It was suggested that up to 3% salary increases be considered.
- The conference desk for the Director's office has been purchased.

**Council Liaison's Report:**

- Christopher Bardi reported that a meeting will take place with the DEP on Tuesday, August 7 at 6:30 PM at West Essex High School regarding planned changes to the compressor station and the impact it will have on the Borough of Roseland.

**Committee Reports:**

- None to report

**Old Business:**

- The members of the Board of Trustees will further review vacation time policy in the Employee Handbook to determine proper wording and whether to be in alignment with the Borough of Roseland. Further discussion and decisions were tabled until the September meeting.



**New Business:**

- Tile work will begin on August 24, 2018. Saumita Lepre made a motion to approve closing the library on August 24, 25, and 26 to accommodate the installation of the tiles, Deborah Sessa seconded the motion, and it was unanimously approved.
- DCRP audit revealed possible inconsistencies which require clarification. Christopher Bardi will address these concerns with the appropriate borough personnel.
- Tech upgrades to the library website were discussed. Judy Nelson made a motion to approve the use of Event Keeper and Tix Keeper at a cost of \$922.00 annually, Saumita Lepre seconded the motion, and it was unanimously approved.
- The purchase of new blinds for the Children's Area of the library was discussed. Aristotle Popolizio made a motion to approve the purchase of new blinds for the Children's Area of the library at a cost of \$585.00, Deborah Sessa seconded the motion, and it was unanimously approved.
- Judy Nelson graciously offered to be the representative for BCCLS Executive Board.
- Nancy Kirby has moved and will no longer be a member of the Board of Trustees. It will be necessary for someone else to be appointed to this position. The Board of Trustees appreciate Nancy's participation.

Saumita Lepre made a motion to adjourn the meeting at 8:32 PM, Aristotle Popolizio seconded the motion, and it was unanimously approved.

Next meeting date: Monday, September 10 at 7:15 PM

Respectfully submitted,  
Deborah Sessa