

Roseland Free Public Library  
Board of Trustees Meeting  
January 8, 2018

**Call to Order:** 7:18 pm

**Attendance:** Brian Flynn, Brian Donohue, Christopher Bardi, Nancy Kirby, Saumita Lepre, Judy Nelson, Jen Overton, Aristotle Popolizio, and Deborah Sessa  
**Absent:** Jeannie Perrotti,

**Approval of Minutes:**

- Brian Flynn made a motion to approve the December Board Meeting minutes, Brian Donohue seconded the motion, and it was unanimously approved.
- Nancy Kirby and Aristotle Popolizio abstained.

**Public Comment:**

- None

**Council Liaison's Report:**

- Christopher Bardi has been appointed the Council Liaison.
- He has expressed his willingness to share anything regarding the library with the Borough of Roseland Town Council
- Jen Overton wishes to advocate more for the library. Christopher Bardi has graciously agreed to bring this up at the next council meeting. Perhaps quarterly updates to the council with regard to library accomplishments, upcoming events, and Friends of the Library news would be included in the information presented to the town council.

**Correspondence:**

- None

**Committee Reports**

**Treasurer's Report:**

- Brian Flynn presented the Bill List for January 2018.
- It will be necessary for the Bill List to be updated to reflect the cost of painting the library in the amount of \$3954.38. This expenditure was approved at the December meeting but omitted from the January Bill List.
- Brian Flynn made a motion to approve the January Bill List, Brian Donohue seconded the motion, and it was unanimously approved.
- Brian Flynn presented the Surplus and Deficit Report. Currently the library is at a surplus.
- Approval of the 2018 Budget has been deferred until the February meeting.

### **Librarian's Report:**

- Jen Overton presented the Librarian's Report.
- Children's area remodel will be complete in 2 weeks.
- It was decided that the auditors come in as soon as possible.
- Revisions to the Employee Handbook were submitted. Discussion took place regarding the wording. As a result, additional changes will be made. Jen Overton will e-mail the edits to the committee members. Approval of the revisions to the Employee Handbook have been tabled until the February meeting.
- Jen Overton is exploring state disability plans.
- To offset the cost of the painting, the Friends of the Library are willing to cover the cost of the entrance flooring pending approval at their next meeting.
- Plans for the new circulation desk are underway. The anticipated installation will take place in the fall of 2018.
- Approval of a full time Library Assistant took place. This position is now a full-time position and includes scheduling, BCCLS updates, organization events for adults, children, and teens, and working some days and some nights. In addition, the employee has the ability to select benefits if he/she so chooses. The salary increase has been budgeted for.
- Brian Flynn made a motion to approve a full-time librarian, going from a part-time to a full-time position, at the recommended salary, and to take effect for the next full payroll cycle. Saumita Lepre seconded the motion and it was unanimously approved.
- Jen Overton will e-mail the job description for the full-time Library Assistant.

### **Committee Reports:**

- New officers have been approved for 2018.
- **President: Brian Flynn**—Brian Donohue made a motion to approve Brian Flynn as the President of the Board of Trustees, Saumita Lepre seconded the motion, and it was unanimously approved.
- **Vice President: Jeannie Perrotti**--Brian Donohue made a motion to approve Jeannie Perrotti as the Vice President of the Board of Trustees, Brian Flynn seconded the motion, and it was unanimously approved.
- **Treasurer: Judy Nelson**-- Brian Flynn made a motion to approve Judy Nelson as the Treasurer of the Board of Trustees, Brian Flynn seconded the motion, and it was unanimously approved.
- **Secretary: Deborah Sessa**—Saumita Lepre made a motion to approve Deborah Sessa as the Secretary of the Board of Trustees, Judy Nelson seconded the motion, and it was unanimously approved.

- New Committees have been formed for 2018
- **Finance Committee:** Brian Flynn, Judy Nelson, Aristotle Popolizio
- **Personnel Committee:** Nancy Kirby, Saumita Lepre, Jeannie Perrotti
- Brian Donohue has graciously offered to be the Friends of the Library liaison.

**New Business:**

- New Board of Trustees members, Nancy Kirby and Aristotle Popolizio, were welcomed.
- Discussion took place regarding the offices of the Library Director, Library Assistant, Teen Librarian, and Bookkeeper. Plans for this endeavor will be explored and shared at future meetings.
- At the moment all accounting, and payroll information is accessed on one laptop. It was discussed that for security and confidentiality reasons the laptop should be secured each night and not be taken off the premises. In addition, it will be necessary to explore the ability to access/store this information via the cloud or on another desk top.
- Jen Overton reported that the new fee structure, which is now at a lowered rate, has resulted in increased membership.
- Jen Overton reported that the new trend in libraries is to do away with all fines.
- Deborah Sessa reported the following Lester C. Noecker News: Heather Schimmel has been hired as the Librarian/Media Specialist and the Book Fair will take place on January 26, 2018.

Brian Flynn made a motion to adjourn the meeting at 8:50 pm, Brian Donohue seconded the motion, and it was unanimously approved.

Next meeting date: Monday, February 5, at 7:15 pm.

Respectfully submitted,  
Deborah Sessa