

Board of Trustees Meeting
October 7, 2019

Call to Order: 7:17 PM

Adequate notice of the meeting was provided in accordance with the Open Public Meeting Act in that the date and location were included in the annual meeting schedule, sent to official newspapers, and posted on the public bulletin board.

Attendance:

Present: Brian Flynn, Brian Donohue, Judy Nelson, Aristotle Popolizio Christopher Bardi, Patricia Braga, Theresa Gamba, and Deborah Sessa

- **Absent:** Jen Overton, Dawn Afanador Areti Khitiri
- Saumita Lepre arrived at 7:20 PM.
- Theresa Gamba left the meeting at 8:06 PM.

Approval of Minutes:

- Brian Flynn made a motion to approve the September Board Meeting Minutes, Judy Nelson seconded the motion, and they were unanimously approved.
- Aristotle Popolizio abstained.

Public Comment:

- None

Correspondence:

- None

Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- Discussion of items on the October Bill List took place.
- Brian Flynn made a motion to approve the September Bill List, Saumita Lepre seconded the motion, and it was unanimously approved.
- Jen Overton and Judy Nelson have been in contact with the director of the West Caldwell Library to discuss a variety of library related issues. Petty cash fund, documentation for resolutions, and auditors were discussed.
- A new auditor is being considered. A proposal has been received. Proposals from at least 2 other firms will be considered before a decision is made.

Librarian's Report:

- In Jen Overton's absence, Theresa Gamba presented the Librarian's Report.
- As of the end of September, all projects in the Capital Plan for 2019 have been completed.
- Interactive end panels were installed in the children's area.
- Jen is currently updating the Capital Plan for 2020 and meeting with vendors for quotes.
- The completed Capital Plan for 2020 will be presented by the December meeting.
- BCCLS notified libraries, that based on the projected delivery expenses for this year, each library will receive a \$2,355.13 credit as they came in under budget from their estimate.
- Fall Festival will take place on October 19, 2019.
- Brian Flynn made a motion to purchase Museum Key 2.0, at the cost of \$495.00 for the first year and \$600.00 for year two and beyond, to manage our museum passes and hot spots. Brian Donohue seconded the motion and it was unanimously approved.

Executive Session:

- Brian Flynn made a motion to enter Executive Session, at 8:25 PM to discuss full time pay increases. Aristotle Popolizio seconded the motion, and was unanimously approved.
- Brian Flynn made a motion to exit Executive Session, at 9:12 PM, Brian Donohue seconded the motion, and it was unanimously approved.

Council Liaison's Report

- Christopher Bardi discussed that the Borough of Roseland has installed a new public TV system and training will follow.
- The Borough of Roseland is considering the purchase of a public electronic sign. A campaign is underway for sponsors for the initial purchase and set up.

Committee Reports:

- None to report

Old Business:

- None to report

New Business:

- Discussion took place regarding the availability and use of the Community Room.
- The members of the Board of Trustees viewed a training video focusing on director evaluation.

Aristotle Popolizio made a motion to adjourn the meeting at 9:15 PM, Brian Flynn seconded the motion, and it was unanimously approved.

Next meeting date: Monday November 4, 2019 at 7:15 PM.

Respectfully submitted,
Deborah Sessa