

Board of Trustees Meeting
March 2, 2020

Before Call to Order we watched a video of What it Means to be a Library Trustee

Call to Order: 7:35 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 Donohue, Judy Nelson, Aristotle Popolizio, Patricia Braga, Jen Overton, Areti Khitiri, Saumita Lepre and Allison Jablonski

- **Absent:** Deborah Sessa and Christopher Bardi

Approval of Minutes:

- Patricia Braga made a motion to approve the February Board Meeting Minutes as amended. Judy Nelson seconded the motion and the minutes were unanimously approved.

Public Comment:

- None to report

Council Liaison's Report

- None to report

Correspondence:

- None to report

Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- Discussion of items on the February Bill List took place.
- Aristotle Popolizio made a motion to approve the February 2020 Bill Lists, Patricia Braga seconded the motion, and it was unanimously approved.

Librarian's Report:

- Jen Overton presented the Librarian's Report.
- 10 more Hoopla users signed up to use the service; continue to push app usage and electronic resources
- Patron survey has 100 responses to date
 - Ideas based on feedback/responses include
 - STEM Programs
 - Library opening in July and August on Saturday (thinking 9 am – 1 pm)
- Discussion of Kitchen renovation as part of the 2020 Capital Improvement Plan
 - Discussed creating a policy for kitchen usage to include cleaning, implement a refund for cleaning
 - Discussion of 3 potential vendors that gave price quotes; Jen recommended Carmel Construction as they gave a comparable reasonable quote and called Jen back with thoughtful questions and ideas

Old Business:

- None to report

New Business:

- Resolution to hire contractor for the kitchen remodel as part of the 2020 Capital Plan; Saumita Lepre made a motion to approve Carmel Construction (\$16,510) and Fraley Electric Company as our electrical contractor (\$750) and Patty Braga seconded the motion and the motion was unanimously approved.
 - Construction to start in about 4 weeks; should take 2-3 weeks
- Discussion took place to approve check request for \$8500 for half deposit Patty Braga made a motion to approve and Saumita Lepre seconded the motion and the motion was unanimously approved.
- Discussion took place to not exceed PSE&G amount of \$2100; Saumita Lepre made a motion to approve and Patricia Braga seconded the motion and the motion was unanimously approved.
- Discussion of MetLife Group Benefits; Saumita Lepre made a motion to approve and Patricia Braga seconded the motion and the motion was unanimously approved.

Adjournment:

Judy Nelson made a motion to adjourn the meeting at 8:33 PM, Brian Donohue seconded the motion, and it was unanimously approved.

Next meeting date: Monday April 6, at 7:00 PM via a Zoom meeting.

Respectfully submitted,
Allison Jablonski