

**Board of Trustees Meeting**  
**January 4, 2021**  
**Call to Order: 7:15 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:** Jen Overton, Brian Donohue, Judy Nelson, Christopher Bardi, Patricia Braga, Allison Jablonski, Areti Khitiri, Aristotle Popolizio, and Deborah Sessa
- **Absent:** Saumita Lepre

**Approval of Minutes:**

- Brian Donohue made a motion to approve the revised minutes of the November meeting, Judy Nelson seconded the motion, the minutes were unanimously approved.
- Brian Donohue made a motion to approve the minutes from the December meeting, Areti Khitiri seconded the motion, and the minutes were unanimously approved.

**Public Comment:**

- None

**Council Liaison's Report:**

- Christopher Bardi reported that the borough's reorganization meeting will take place on Tuesday, January 5, 2021.
- Chris will recommend that the following members continue for another term as library trustees: Brian Donohue, Aristotle Popolizio, and Deborah Sessa.
- COVID vaccination site for Essex County is at West Essex Technical School.

**Correspondence:**

- Jen Overton was in receipt of a thank you note from Susan Bedell, the former Friends President.

**Committee Reports:**

- None to report

**Treasurer's Report:**

- Judy Nelson presented the Treasurer's Report.
- Judy reported that the library is currently operating with a surplus.
- Brian Donohue made a motion to put reserve funds in effect for the payment of accrued sick time in the amount of \$9,579.99, Aristotle Popolizio seconded the motion, and it was unanimously approved.
- Discussion took place regarding the January Bill List. Jen explained the Amazon gift card expenditure.
- Judy Nelson made a motion to approve the January Bill List in the amount of \$6,617.22 for payment out of the Operating Account and \$1, 875.07 for payment out of the Payroll Account. Brian Donohue seconded the motion, and it was unanimously approved.

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

- Jen Overton presented the Librarian's Report.
- Circulation is up.
- Planning for programs for 2021 will be similar to 2020 for COVID reasons.

### **Old Business:**

- None to report

### **New Business:**

- Nominations for the 2021 officers were discussed.
- Brian Donohue made a motion to accept the following officers to serve for 2021, Areti Khitiri seconded the motion, and it was unanimously approved.  
**President:** Brian Donohue  
**Vice President:** Saumita Lepre  
**Treasurer:** Judy Nelson  
**Secretary:** Deborah Sessa
- Both Brian and Judy noted that they are happy to serve but suggested that others consider these positions for next year.

The following resolutions were discussed:

- Resolution #2021-01 Approval of Line-Item Transfers to balance 2020 Budget.
- Resolution #2021-02 Approval to Retain Eric Steinberg for legal services at the rate of \$110.00 per hour.
- Resolution #2021-03 Approval of Recurring Bills when received as to not accrue late fees:  
Action Data Services  
American Documentation Solutions  
Leaf  
MetLife Group Benefits  
Clean Mat Services  
Comcast  
Public Service Electric and Gas  
Anago Cleaning Systems
- Resolution #2021-04 Approval to Pay Bills when Board is not in session so that payments are sent out in a timely manner. The approval of bills will be done by the Board via email when the Board cannot meet.
- Resolution #2021-05 Approval to Hire Anago Cleaning Systems to clean the library 3 times a week at the rate of \$843.00 per month. It is noted that 3 bids were provided.
- Resolution #2021-06 Approval to Hire At Home Carpet and Flooring to install flooring in the kitchen and hallway for a price of \$2,985.55. It is noted that 3 bids were provided.
- Brian Donohue made a motion to approve Resolutions #2021-01-06 inclusive with amendments as discussed. Allison Jablonski seconded the motion, and it was unanimously approved.
- Resolution #2021-07 Approval of 2021 Annual Budget as presented. Judy Nelson made a motion to approve Resolution #2021-07, Aristotle Popolizio seconded the motion, and it was unanimously approved.

**Executive Session:**

- 7:52 PM Brian Donohue made a motion to enter Executive Session, Judy Nelson seconded the motion, and it was unanimously approved.
- 8:07 PM Brian Donohue made a motion to exit Executive Session, Patricia Braga seconded the motion, and it was unanimously approved.
  
- Resolution #2021-08 Approval of Salary Guidelines as updated. Tabled for the February meeting.
- Resolution #2021-09 Approval of Paid Sick Leave to Terry Gamba in the amount of \$9,579.99 for accrued unused sick time. Aristotle Popolizio made made a motion to approve the payment of accrued sick leave to Terry Gamba in the amount of \$9,579.99 pending legal counsel's advice and appropriate documentation signed. Brian Donohue seconded the motion, and it was unanimously approved.

Brian Donohue made a motion to adjourn the meeting at 8:10 PM, Aristotle Popolizio seconded the motion, and it was unanimously approved.

Next meeting date: Monday, February 1 at 7:15 PM.

Respectfully submitted,  
Deborah Sessa