

## Board of Trustees Meeting

November 1, 2021

### Call to Order:

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, Saumita Lepre, Allison Jablonski, William Tedesco, Christopher Bardi
- **Absent:** Deborah Sessa, Emily Podolack, Aristotle Popolizio

### Call to Order: 7:27 pm

- **Approval of Minutes:** Judy Nelson made a motion to approve the October Board Meeting Minutes.. Brian Donohue seconded the motion and the minutes were unanimously approved.

### Public Comment:

- None

### Council Liaison's Report: Get out and vote tomorrow!

### Correspondence:

- None

### Treasurer's Report:

- Judy Nelson presented the Treasurer's Report
- The October Bill List is as follows: \$3,490.48 to be paid from the operating account, and \$1,873.76 from the payroll account. The total approved was \$24,750.59.
- Brian Donohue made the motion to approve the October Bill List, Saumita Lepre seconded the motion, and the September Bill List was unanimously approved.

### Librarian's Report:

- Jen Overton presented the Librarian's Report.
- Overall, the Library is under budget.
- Roseland Day was a success and the library worked alongside the borough to work on this event.
- Discussion took place regarding the Friends group and how funds are being utilized for library projects in a timely manner

### Old Business:

- None to report

### New Business:

- **Resolution #2021- 24 Approve of 2020 Audit/Corrective Action Plan**  
Finding - #2020-1 Cash Receipts: Operations Manager will deposit all revenue collected to the bank every other day to stay compliant with the 48-hour time requirement. Finding #2020-2 Budget Over Expenditures: Line-Item transfers will be completed by the Director and presented to the Board of Trustees via resolution every month for approval to avoid any over expenditures. Saumita Lepre made a motion to accept the resolution, William Tedesco seconded the motion, and it was unanimously approved.

- **Resolution #2021-25 Transfer of funds to Capital Improvement Plan**  
A \$2,000 transfer from Unrestricted, undesignated fund to the Unrestricted, designated fund for Capital Improvements. William Tedesco made a motion to approve the resolution, Saumita Lepre seconded the motion, and it was unanimously approved.
- **Resolution #2021-26 Line Item Transfer**  
A transfer of \$520.00 from Adult Programming to Supplies line & \$3,400.00 from Subscriptions to Books line. Saumita Lepre made a motion to approve the resolution, Judy Nelson seconded the motion, and it was unanimously approved.
- **Resolution #2021-27 Bureau Break**  
Break from the Borough whereas the Roseland Free Public Library employees be separated from the Borough of Roseland Employee's via Bureau Break for Pension. Resolution was tabled for further clarification on if this extended to State Health Benefits.

**Executive Session:**

- Executive session was entered at 8:10pm. Executive Session was exited at 8:48 pm
- **Resolution #2021-28 Approval of Staff Raises**  
Staff raises were approved as recommended by the Personnel Committee. Saumita Lepre made a motion to accept the resolution, William Tedesco seconded the motion, and it was unanimously approved.
- **Resolution #2021-29 Full Time Head of Circulation**  
The position of Head of Circulation was moved from a part time position to a full-time position. The position will be filled at Director's discretion. Brian Donohue made a motion to approve the resolution, Saumita Lepre seconded the motion, and it was unanimously approved.

**Adjournment:**

Brian Donohue made a motion to adjourn the meeting at 9:03 PM, Saumita Lepre seconded the motion, and it was unanimously approved.

Next meeting date: December 6, 2021 at 7:15 pm

Respectfully submitted

Allison Jablonski