

Board of Trustees Meeting

November 7, 2022

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.

Call to Order: 7:18pm

Present: Terry Gamba, Brian Donohue, Saumita Lepre, Judy Nelson, Thomas Kaczynski, William Tedesco

Arrived at 7:55 P.M.: Christopher Bardi, Deborah Sessa

Absent: Allison Jablonski and Aristotle Popolizio

Approval of Minutes:

Thomas Kaczynski made a motion to approve the October Board Meeting minutes, William Tedesco seconded, and the minutes were unanimously approved.

No public comment

Committee Reports

Personnel- The committee received applications for the director's position and has interviewed all candidates. Second round interviews will start shortly for selected candidates. Then the pool will be narrowed to 2 candidates that will be presented to the full board for a final selection. A special meeting may be called to expedite the hiring process.

Finance Committee

The 2021 final audit report has been issued. Only two recommendations were made and corrective action plans have been completed to address the recommendations.

Treasurer's Report

Judy Nelson presented the Treasurer's Report.

Judy Nelson made a motion to approve the November Bill List with \$ 43,476.48 from the Operating account and \$2,325.11 from the payroll account for a total of \$45,801.59.

Director's Report

In the absence of our library director, Jill Pruden, represented our library at the BCCLS System Council Meeting. Items of interest included the passing of an increase in the BCCLS budget or a little over 2%. Jill will be attending the December meeting as well.

The Microsoft Office licensing fee is due for renewal for the computers in Computer lab. Terry Gamba is working on volume licensing for this.

Old Business:

ReBL patrons were advised as of November 1 they will not have privileges at Roseland.

Judy Nelson has reached out to the town regarding the status of the Bureau Break and is still waiting for an update. Chris Bardi will follow up with the town.

Director's Report:

- Terry Gamba presented the Director's Report.
- Discussion took place regarding a dangerous incident which occurred on Friday, October 28, 2022. As a result policy will be developed and established relative to the chain of command in the event of an emergency. In addition, a security plan will be developed and established for lock downs and shelter in place. Deborah Sessa will provide information about Lester C. Noecker School security policies and procedures.
- Furniture has been ordered and the anticipated date of delivery is January 2023.

Old Business:

- Discussion took place regarding insurance for full time employees and the new director when hired.
- Christopher Bardi will speak to Maureen Chumacas regarding when the Bureau Break will be finalized.
- Discussion took place regarding a \$3,500.00 donation promised to the library, from the borough for the mini golf fundraiser. In lieu of the \$3,500.00 payment the library was to receive from the borough, the contribution from the library's donation to the borough's Christmas celebration 's would be in lieu of the \$3,500.00.
- The Mayor's Ball fundraiser grossed \$31,000.00. After \$21, 000.00 in expenses were paid, the profit was \$10,000.00 to be split between the Roseland Emergency Squad and the Roseland Public Library.
- Christopher Bardi will look into when the library parking lot will be re-stripped.

New Business:

- **Resolution #2022--22 Establish a Capital Expense Plan and Reserving Funds**--William Tedesco made a motion to approve establishing a capital expense plan and reserving funds with the amount of \$12,300.00 designated for the completion of Capital Projects. Saumita Lepre seconded the motion and it was unanimously approved.
- **Resolution #2022-23 Corrective Action Plan**--William Tedesco made a motion to submit the Corrective Action Plan, set forth by the 2021 Audit, to the New Jersey Department of Community Affairs. Saumita Lepre seconded the motion and it was unanimously approved.
- **Resolution #2022-24--2021 Library Audit**--Judy Nelson made a motion to approve the 2021 Audit. Saumita Lepre seconded the motion and it was unanimously approved.
- **Resolution #2022-25--2023 Board Meeting Schedule**--William Tedesco made a motion to approve the 2023 Board Meeting Schedule. Saumita Lepre seconded the motion and it was unanimously approved.
- **Resolution #2022-26--2023 Holidays**--Judy Nelson made a motion to approve the 2023 Library Holiday Schedule. Thomas Kaczynski seconded the motion and it was unanimously approved.

- **Resolution #2022-27 Furniture**--Saumita Lepre made a motion to approve the purchase of furniture from Soyka Smith Design Studios not to exceed \$24,000.00. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2022-28 Line Item Transfers**--William Tedesco made a motion to approve line item transfers in order to maintain a balanced annual budget. Saumita Lepre seconded the motion and it was unanimously approved.
- Discussion took place regarding the purchase of additional furniture not to exceed \$18,000.
- Discussion took place regarding the fish tank in the Children's Area. It was decided that the tank will be removed as of the end of the year.
- Discussion took place regarding the purchase of a new laptop. It was decided that the Mac computer that was used by the former director will be repurposed rather than purchasing a new laptop.
- 8:53 PM Terry Gamba leaves the meeting.
- **Executive Session:**
- Brian Donohue made a motion to enter into Executive Session at 8:55 PM. Thomas Kaczynski seconded the motion and it was unanimously approved.
- Brian Donohue made a motion to exit the Executive Session at 9:45 PM. Saumita Lepre seconded the motion and it was unanimously approved.

Approvals:

- William Tedesco made a motion to approve a monthly stipend to be paid to the Operations Manager during the absence of a director retroactive to October 2022. Saumita Lepre seconded the motion and it was unanimously approved.
- William Tedesco made a motion to approve the increase in salary of a part time employee in the amount of \$0.50 retroactive to July 11, 2022. Saumita Lepre seconded the motion and it was unanimously approved.
- William Tedesco made a motion to approve the policy that all full time and part time employees are to work onsite effective January 1, 2023. Saumita Lepre seconded the motion and it was unanimously approved.

Brian Donohue made a motion to adjourn the meeting at 9:47 PM, Judy Nelson seconded the motion, and it was unanimously approved.

Next meeting date: Monday, December 5 at 7:15 PM

Respectfully submitted,

Judy Nelson and Deborah Sessa