

## Board of Trustees Meeting

February 6, 2023

Call to Order: 7:20 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:** Saumita Lepre, Judy Nelson, Brian Donohue, Allison Jablonski, Thomas Kaczynski, William Tedesco, Terry Gamba, and Deborah Sessa
- **Absent:** Aristotle Popolizio, Christopher Bardi
- **8:32:** Terry Gamba exits the meeting

### Approval of Minutes:

- William Tedesco made a motion to approve the revised December 5 Board Meeting minutes, Judy Nelson seconded the motion, and the minutes were unanimously approved.
- Allison Jablonski made a motion to approve the December 19 Meeting minutes, Brian Donohue seconded the motion, and the minutes were unanimously approved. Abstained: William Tedesco
- William Tedesco made a motion to approve the January Board Meeting minutes, Allison Jablonski seconded the motion, and the minutes were unanimously approved. Abstained: Judy Nelson

### Public Comment:

None

### Council Liaison's Report:

Not Present

### Correspondence:

None

### Committee Reports:

None to report

### Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- Thomas Kaczynski made a motion to approve the February Bill List with \$10,366.20 from the Operating Account, \$960.00 from the Payroll Account, for a grand total of \$11,326.82. Brian Donohue seconded the motion and the February Bill List was unanimously approved.
- It was recommended that the Board of Trustees fulfill the required NJ-PUB-LIBS trainings.

**Manager's Report:**

- Terry Gamba presented the Manager's Report.
- Terry provided a comprehensive list and calendar of many events and programs taking place at the library during the month of February. In addition, a well prepared list of library programs with costs, number of Roseland residents and non residents attending was presented.
- The Friends of the Library received a quote of \$975.00 from Bogush Service, Co. to install 2 registers.
- Discussion took place regarding The Friends of the Library and their offer to pay for the registers in the quiet room. While the Board of Trustees greatly appreciated their offer, it was determined that a better use of their funds would be towards supporting programming.
- Brian Donohue made a motion to approve the installation of registers for the quiet room in the amount of \$975.00, to be completed by Bogush Service, Co. Allison Jablonski seconded the motion and it was unanimously approved.
- East Hanover Lock provided a quote of \$1,879.98 to re-key the library. Another quote from Karis Lock in Fairfield was between approximately \$1,800.00 and \$5,000.00 depending on the type re-keying we would be interested in.
- Discussion took place regarding re-keying the library. It was determined that, for liability reasons a library employee should be the only person in possession of a key and should be present whenever a program is taking place after library hours. Terry will poll the employees to determine who would be interested in being present, with pay, for the programs.
- A decision regarding re-keying was tabled until the March meeting.
- Allison Jablonski will review NJLA and ALA policy samples to determine a revision to the policy for community room use.
- The 2023 budget is being prepared. It is anticipated that the budget will be ready for approval at the March meeting.
- Jill, Zac, and Terry have begun to prepare the State Aid Report which is due on March 10, 2023.
- The West Orange Library is closing for several months as they transition to a new location. They reached out to the Roseland Library and offered to have one of their employees work at the Roseland Library to accommodate potential patrons. The Board of Trustees welcomed the offer. Terry will reach out to the director of the West Orange Library for clarification of duties of this employee. It was recommended that a monthly report be kept regarding the usage of the Roseland Library by West Orange residents to determine the value of this service.
- The childrens' programming has been well attended.

**Old Business:**

- The Friends of the Library will provide a Staff Luncheon during February as an expression of their appreciation to the employees.
- Discussion took place regarding The Board of Trustees providing a staff appreciation luncheon in April.

**New Business:**

- **Resolution #2023-06--Summer Reading Supplies**--Judy Nelson made a motion to approve the purchase of Summer Reading Supplies from Collaborative Summer Library Program in the amount of \$1,157.00. Brian Donohue seconded the motion and it was unanimously approved.
- Discussion took place regarding developing a policy relative to book appropriateness and the decision to not ban books. Further research into ALA policy and surrounding library policies will take place prior to the decisions for our policy.

8:32 Terry Gamba exits the meeting.

**Executive Session:**

- Saumita Lepre made a motion to enter into Executive Session at 8:37 PM, Brian Donohue seconded the motion and it was unanimously approved.
- William Tedesco made a motion to exit Executive Session at 8:42 PM, Brian Donohue seconded the motion and it was unanimously approved.

William Tedesco made a motion to adjourn the meeting at 8:43 PM, Brian Donohue seconded the motion, and it was unanimously approved.

Next meeting date: Monday, March 6, at 7:15 PM

Respectfully submitted,

Deborah Sessa