

## Board of Trustees Meeting

January 10, 2023

Call to Order: 7:47 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, Saumita Lepre, Allison Jablonski, Thomas Kaczynski, Aristotle Popolozio, William Tedesco, Terry Gamba, and Deborah Sessa
- **Absent:** Judy Nelson and Christopher Bardi

### Election of Officers 2023:

- **President: Saumita Lepre**--William Tedesco made a motion to approve Saumita Lepre as President of the Board of Trustees, Brian Donohue seconded the motion, and it was unanimously approved.
- **Vice President: Allison Jablonski**--Brian Donohue made a motion to approve Allison Jablonski as Vice President of the Board of Trustees, Saumita Lepre seconded the motion, and it was unanimously approved.
- **Treasurer: Judy Nelson**--William Tedesco made a motion to approve Judy Nelson as Treasurer of the Board of Trustees, Allison Jablonski seconded the motion, and it was unanimously approved.
- **Secretary: Deborah Sessa**--William Tedesco made a motion to approve Deborah Sessa as Secretary of the Board of Trustees, Aristotle Popolozio seconded the motion, and it was unanimously approved.

### Approval of Minutes:

- William Tedesco made a motion to approve the December Board Meeting minutes pending clarification of the December resolutions. Allison Jablonski seconded the motion, and the minutes were unanimously approved.

### Public Comment:

- None to report

### Council Liaison's Report:

- Not Present

**Correspondence:**

- The library was in receipt of a letter from Lauren Seiner offering her services for programming. As a Roseland resident, Ms. Seiner can request the use of the room to run her programs. Brian Donohue made a motion to allow the use of the community room for Ms. Seiner's programs but we are not authorized to pay for the programs. William Tedesco seconded the motion and it was unanimously approved.
- Letters were received from participants of various library programs. The participants expressed the value of the programs and the desire for them to continue. The status of the programs offered by the library remains the same. There has been no disruption of the programs that the library is offering. Programming has increased recently.

**Committee Reports:**

- None to report

**Treasurer's Report:**

- In Judy's absence, Terry Gamba presented the January Bill List.
- Brian Donohue made a motion to approve the January Bill List with \$73,319.25 from the Operating Account, \$1,365.88 from the Payroll Account for a grand total of \$74,685.13. Saumita Lepre seconded the motion, and the January Bill List was unanimously approved.
- Discussion took place regarding the inclusion of a Line Item with a set amount for the use of supporting borough wide events. No decision was made and Terry will continue to communicate with Mike Colitti regarding the library's support and sponsoring of borough events.

**Manager's Report:**

- Terry Gamba presented the Manager's Report.
- Programming is continuing and increasing. Effie's story time and craft program has been well attended.
- The LEGO Club will resume in February.
- The programs planned for the teens include Anime Club, Bracelet Making For Teens, and SibCiety.
- Adult Programs include All Yoga, Chair Yoga, author presentation, movies, Wendy's BookWorm Club, and Knitting Circle
- The library has received \$300.00 in donation in the memory of Judge John Shanahan. This money has been deposited in the Friends of the Library Account.
- Work on the 2023 budget continues and it is anticipated to be ready for approval at the March meeting.
- BCCLS IT is going to start managing Wi-Fi which is an optional service. Terry and Jill will look into this to determine if there is a cost savings compared to Comcast.
- The Friends of the Library would like to get a quote to have heat and air conditioning in the quiet room. This will be presented at the February meeting.
- Judy suggested getting a quote to re-key the library. This will be presented at the February meeting.

### Old Business:

- The Friends of the Library will be having a Staff Appreciation Luncheon in February.
- Brian Donohue made a motion to offer a \$75.00 bonus to each staff member, Thomas Kacyznski seconded the motion, and it was unanimously approved. Terry will confirm proper protocol with the auditors.
- Future plans for staff appreciation were discussed.
- A breakdown of the hours for the book club and movie club was provided and discussed. The program and hours as presented will continue during the month of January with no changes. The members of the Board of Trustees will review the hours further at the February meeting.

### New Business:

- **Resolution #2023-01--Retain Legal Services:** Saumita Lepre made a motion to approve retaining Eric Steinber for legal services at a rate of \$115.00 per hour. Aristotle Popolozio seconded the motion and it was unanimously approved.
- **Resolution #2023-02--Recurring Bills:** Thomas Kacyznski made a motion to approve payment of the following recurring bills so that the bills received will not accrue late fees. Allison Jablonski seconded the motion and it was unanimously approved. **Action Data Services**--Not to exceed \$400.00 per month. **American Document Solutions**--Not to exceed \$250.00 per month. **Leaf**--Not to exceed \$360.00 per month. **MetLife Group Benefits**--Not to exceed \$75.00 per month. **Clean Mat Services**--Not to exceed \$170.00 per month. **PSE&G**--Not to exceed \$2,300.00 per month. **Anago Cleaning**--Not to exceed \$935.00 per month. **Comcast**--Not to exceed \$600.00 per month.
- **Resolution #2023-03--Approval to Pay Bills via email Approval:** Saumita Lepre made a motion to approve to pay bills when the Board is not in session so that payment is sent out in a timely manner. The Board of Trustees will vote via email for approval when a meeting is not scheduled or a quorum is not met. Allison Jablonski seconded the motion and it was unanimously approved.
- **Resolution #2023-04--Audit:** Saumita Lepre made a motion to approve the expenditure of \$4,900.00 for Samuel Klein & Co. to perform the Library Audit. William Tedesco seconded the motion and it was unanimously approved.
- **Resolution #2023-05--December Line Item Transfers:** William Tedesco made a motion to approve the Line Item Transfers for December 2022, Saumita Lepre seconded the motion, and it was unanimously approved.

Saumita Lepre made a motion to adjourn the meeting at 8:57 PM, Brian Donohue seconded the motion, and it was unanimously approved.

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

Respectfully submitted,

Deborah Sessa