

Roseland Free Public Library

Board of Trustees Meeting  
October 6, 2016

Call to Order: 7:19 pm

Attendance:

- Brian Donohue, Brian Flynn, Saumita Lepre, William Tedesco, Jack Vidovich Christopher Lee and Terry Gamba, and Deborah Sessa
- Absent: Jackie Oliveria, Jean Perrotti, Sharlene Vichness,

Approval of Minutes:

- Bill Tedesco made a motion to approve the June Board Meeting minutes, Saumita Lepre seconded the motion and it was approved unanimously.
- Brian Flynn made a motion to approve the September Board Meeting minutes, Saumita Lepre seconded the motion, and it was unanimously approved.

Public Comment:

None to Report

Council Liaison's Report:

- Mr. Smith was not present.
- Brian Donohue offered to reach out to Mr. Smith.

Correspondence:

None to report

Committee Reports

Treasurer's Report:

- Brian Flynn presented the Surplus and Deficits Report and recommended that ways to reduce expenditures be explored.
- Brian Flynn presented the September Bill List. Brian Flynn made a motion to approve the September Bill list, Brian Donohue seconded the motion, and it was unanimously approved.

Librarian's Report:

- Christopher Lee reported that Jen Overton has accepted the position of Assistant Director, effective October 31, 2016.
- The Friends of the Library have completed the landscaping on the grounds of the library.
- The process of replacing technology in the library continues. Brian Flynn reiterated the importance of the Director submitting a procurement list to the members of the board. In addition, it is imperative that the agreed upon purchasing policy for any expenditure over \$17,500 be followed. It will be necessary for Christopher Lee to reach out to Maureen Chumacas for guidance regarding the protocol for obtaining 3 quotes, advertising in the newspaper, and marketing.

- The need for purchasing 12 desktops was questioned. The purchase of other technology devices such as ipads and abcmouse will be explored.
- The 2017 Holiday Schedule dates and Board of Trustees meeting dates were presented as BCCLs is requesting them. Brian Flynn made a motion to approve these 2 lists of dates, Brian Donohue seconded the motion, and it was unanimously approved.
- Since the position of Assistant Director position requires additional responsibilities, CWS recommended that there be an increase in salary. In addition, since the Operations Manager position has additional responsibilities, an increase in salary was recommended. Therefore, Brian Flynn made a motion to increase the salary of Assistant Director and Operations Manager effective November 7, 2016, Brian Donohue seconded the motion, and it was unanimously approved.
- At the September Board Meeting it was agreed that Christopher Lee would account for his time spent outside of the library, in the form of meetings, in his monthly Librarian's Report. This was not provided in his report this month. Christopher will include it in the November Librarian's Report and in all subsequent monthly Librarian's Reports going forward.

Old Business:

- Several residents have expressed an interest in serving on the Roseland Board of Trustees. It is recommended that anyone interested send a letter of intent along with a brief resume type list of qualifications, community services and/or other committees they have participated in.
- It would be in the library's best interest to have a member of The Friends of the Library serve as a member of the Board of Trustees.

Adjourned:

- Brian Donohue made a motion to adjourn the meeting at 8:14 pm, Bill Tedesco seconded the motion, and it was unanimously approved.

The next meeting take place on Monday, November 7 at 7:15 pm.

Respectfully submitted,  
Deborah Sessa