

Roseland Free Public Library
Board of Trustees Meeting
April 2, 2018

Call to Order: 7:25 PM

Attendance:

- Present: Jeannie Perrotti, Brian Donohue, Nancy Kirby, Saumita Lepre, Jen Overton, Aristotle Poplizio, and Deborah Sessa
- Judy Nelson arrived at 7:38 PM.
- Absent: Brian Flynn, Christopher Bardi,

Approval of Minutes:

- Brian Donohue made a motion to approve the March Board Meeting minutes and Saumita Lepre seconded the motion and they were unanimously approved.

Public Comment:

- None

Correspondence:

- None

Treasurer's Report:

- Judy Nelson presented the April Bill List.
- Jen Overton requested approval for the purchase of blinds to be placed on the May Bill List. Brian Donohue made a motion to approve the purchase of blinds in the amount of \$585.00 installed, Judy Nelson seconded the motion and it was unanimously approved.
- Saumita Lepre made a motion to approve the April Bill List, Brian Donohue seconded the motion, and it was unanimously approved.

Librarian's Report:

- Jen Overton reported that a storyteller will be coming to the library on April 18, a LEGO stop motion class for teens will begin, and chair yoga classes will be taking place.
- The Statewide Delivery System has secured a contract with T Force.
- Overdrive will be returning for E-content. The board members approved the option to be an Advantage Plus member for an additional annual fee of \$250.00.
- An architect has drafted plans for the quiet area which will be presented to the borough. The \$1,500.00 fee has already been approved as part of the capital plan.
- As part of the circulation desk project, the flooring in the main entrance will need to be replaced. This will be a long, noisy, and messy project. As a result, the entrance will be temporarily moved to the back entrance and it may be necessary to close the library for a day.
- It was noted that for all projects if there are any changes to the original plan it is mandatory that Jen Overton give prior approval and a work order be signed.
- A new auditor has been selected and will conduct an audit on May 14 and 15.
- It is necessary to have a special meeting during the summer. Jen Overton will e-mail the members of the Board of Trustees possible dates and a convenient date will be chosen.

Council Liaison's Report:

- Not present

Committee Reports:

- None to report

Old Business:

- Aristotle Popolozio spoke to Mayor Duthie regarding the library's alarm system. Maureen Chumacas has also been called regarding this matter. Progress will be reported at the May meeting.

New Business:

- Discussion of the Employee Handbook took place. It was necessary to clarify exempt and non-exempt employee definitions.
- Discussion regarding employees' use of flex time took place. The members of the Board of Trustees are concerned about this as they want to ensure that the library is appropriately staffed at all times.
- It will be necessary consult the borough attorney or a labor attorney to look into the exempt/non-exempt status, flex time issue, and labor laws applicable to employers with less than 50 employees.
- Discussion regarding the of the Community Room took place. It was determined that library events take precedence. Other meetings will be permitted at the discretion of the library and in accordance with their calendar. Cub Scout and Girl Scout meetings will continue as scheduled through June. Going forward the library will offer Saturday or Sunday for scout meetings. It is the responsibility of the groups conducting the meetings to clean up the Community Room. Since this doesn't always happen and the library staff has to do the clean up and sometimes minor repairs, it will be necessary to charge a refundable security deposit.
- Brian Donohue discussed the BCCLS Meetings that he has attended. They take place during the day and he is not always available to attend. Nancy Kirby and Judy Nelson graciously offered to alternate attending the meetings. Nancy Kirby will attend the April meeting.

Nancy Kirby made a motion to adjourn the meeting at 8:41 PM, Brian Donohue seconded the motion, and it was unanimously approved.

Next meeting date: Monday, May 7, at 7:15 pm.

Respectfully submitted,
Deborah Sessa