

Roseland Free Public Library  
Board of Trustees Meeting  
September 6, 2018

**Call to Order:** 7:25 PM

**Attendance:**

- Present: Jeannie Perrotti, Brian Donohue, Areti Khitiri, Saumita Lepre, Jen Overton, Aristotle Popolizio, and Deborah Sessa
- Absent: Brian Flynn, Judy Nelson, and Christopher Bardi
- Judy Nelson arrived at 7:27 PM

**Approval of Minutes:**

- Saumita Lepre made a motion to approve the August Board Meeting minutes, Aristotle Popolizio seconded the motion, and the minutes were unanimously approved.

**Public Comment:**

- None

**Correspondence:**

- None

**Treasurer's Report:**

- Judy Nelson presented the Treasurer's Report.
- Discussion took place regarding the movement of monies from the operating account into a money market account. The first reading of a resolution to approve this was read and the resolution was passed unanimously.
- The insurance policy is being reviewed and the fixed assets list is being corrected and updated.
- According to the Surplus and Deficits Report the library is running under budget at the moment.
- Areti Khitiri made a motion to approve the Treasurer's Report, Saumita Lepre seconded the motion, and it was unanimously approved.
- Brian Donohue made a motion to approve the September Bill List which will include the payment for a guest speaker on September 13, 2018, in the amount of \$125.00. Judy Nelson seconded the motion and it was unanimously approved.

**Librarian's Report:**

- Jen Overton reported that this past summer the children of Roseland read 3,378 books.
- The new circulation desk will be installed on September 25, 2018.
- Discussion took place regarding planning of the fall festival and working cooperatively to participate with the Borough of Roseland to create a community event. As per Maureen Chumacus this joint effort will not be possible since it presents a conflict of interest and an insurance liability. Jeannie Perrotti offered to contact Mayor Duthie for clarification of this conflict.

**Council Liaison's Report:**

- Christopher Bardi was not present.

**Committee Reports:**

- None to report

**Old Business:**

- Saumita Lepre made a motion to enter into closed session at 8:10 PM. Aristotle Popolizio seconded the motion and it was unanimously approved.
- Deborah Sessa made a motion to exit closed session at 8:25, Brian Donohue seconded the motion and it was unanimously approved.
- Vacation time in the handbook was discussed. It was determined that a fair and equitable vacation policy be established. Brian Donohue made a motion to approve the vacation policy as follows: An employee working at the Roseland Library for 1-4 years will receive 2 weeks' vacation, 5-9 years will receive 3 weeks' vacation, and 10 + years will receive 4 weeks' vacation with a maximum of 4 weeks' vacation. Saumita Lepre seconded the motion and it was unanimously approved.

**New Business:**

- The 2019 Holiday Schedule was presented and discussed. Aristotle Popolizio made a motion to approve the 2019 Holiday Schedule, as is. Judy Nelson seconded the motion and it was unanimously approved.
- The 2019 Board Meeting Schedule was presented and discussed. Judy Nelson made a motion to approve the 2019 Board Meeting Schedule with the addition of July 25, 2019. Brian Donohue seconded the motion and it was unanimously approved.
- Discussion took place regarding replacing blinds in the library. Saumita Lepre made a motion approve replacing blinds at a cost of \$1,170.00, Brian Donohue seconded the motion and it was unanimously approved.
- Discussion took place regarding the purchase of a book display table for the entrance of the library. The cost ranges between \$2,000.00 and \$4,000.00. Approval of this expenditure was tabled until the October meeting.

Aristotle Popolizio 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, October 1, 2018 at 7:15 PM.

Respectfully submitted,  
Deborah Sessa