

Board of Trustees Meeting
December 7, 2020
Call to Order: 7:15 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:** Jen Overton, Brian Donohue, Judy Nelson, Saumita Lepre, Areti Khitiri, Aristotle Popolizio, Christopher Bardi, and Deborah Sessa
- **Absent:** Patricia Braga, Allison Jablonski

Approval of Minutes:

- Approval of the November meeting minutes was tabled until the January 2021 meeting, pending necessary revisions.

Public Comment:

- None

Correspondence:

- None

Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- Judy reported that the library is running on budget.
- Discussion took place regarding establishing a reserve, in December 2020, for an employee vacation expense which will be paid out in a subsequent year. This will be done providing there are extra funds in the budget, with appropriate documentation signed, and with the approval of the Director and Board of Trustees.
- Saumita Lepre made a motion to approve the revised December Bill List in the amount of \$14,829.40 for payment out of the Operating Account and \$1875.48 out of the payroll account. Brian Donohue seconded the motion, and it was unanimously approved.

Librarian's Report:

- Jen Overton presented the Librarian's Report.
- Jen praised the staff and their efforts to keep the library up and running during these unprecedented times.
- Mr. Cinque will set up the trains this year. It will be necessary to sign up to view the trains.
- Donations in memory of Marie Yorlano have been received. To date approximately \$1,300.00 has been received. Jen is working with Marie's family to determine how to utilize the donations.
- Discussion took place regarding a policy to limit or eliminate access to the public computers during this COVID 19 time. It was decided that access to the computers would be limited to Roseland resident card holders and any paying member.
- Discussion took place regarding the safety of the employees. Jen reported that there are 2 employees in the building at all times, as well as other safety measures in place.

Council Liaison's Report:

- The Borough of Roseland is selling masks for \$8.00. The proceeds will benefit the Roseland Relief Fund. The link can be found on the borough's website.
- The Menorah Lighting will take place on Thursday, December 10, 2020.
- The tree lighting will take place on Saturday, December 12, 2020.

Committee Reports:

Finance Committee:

- Finance Committee met with Jen Overton and Terry Gamba to work on the 2021 budget. They are waiting for 1-2 amounts before the budget is ready to be submitted.

Old Business:

- None to report

New Business:

The following resolutions were discussed:

- Resolution #2020-020 Approval to deposit to Unemployment Trust Account. It was decided to transfer funds in the amount of \$1,152.69 to the State Unemployment Trust Account.
- Resolution #2020-21 Approval to adjust insurance coverage. The asset coverage was adjusted from the current \$7,000,000 to \$4,000,000.
- Resolution #2020-022 Approval to change insurance providers. Jen Overton and Terry Gamba were diligent in seeking quotes from several insurance providers. Most of the providers did not respond. Jen reached out to the current insurance provider, Chubb who gave us a higher quote. Utica offered the best rates at a savings of \$3,000.00 to the library.
- Resolution #2020-023 Approval of budget line-item transfers. As per the auditor's recommendation in the most recent audit, line-item transfers should be made on a regular basis when over or under occurs.
- Resolution #2020-24 Approval to hire White Tornado floor cleaning service. After seeking multiple quotes, it was determined that White Tornado floor cleaning service would be hired to clean the library's floors once a year. The cost of the service is \$1594.00.
- Resolution #2020-25 Approval of Capital Improvement Plan. An addition to the library is in the plan.
- Resolution #2020-026 Computer use policy update. It was decided that access to the computers would be limited to Roseland resident card holders and any paying member during this COVID 19 time.
- Saumita Lepre made a motion to approve Resolution#2020-020-026, Judy Nelson seconded the motion, and they were unanimously approved.

Judy Nelson made a motion to adjourn the meeting at 8:09 PM Areti Khitiri seconded the motion, and it was unanimously approved.

Next meeting date: Monday, January 4, at 7:15 PM.

Respectfully submitted,
Deborah Sessa