

**Board of Trustees Meeting
November 6, 2023
Call to Order: 7:16 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:** Saumita Lepre, Brian Donohue, Lisa Dyer, Allison Jablonski, Thomas Kaczynski, Aristotle Popolozio, Judy Nelson, Liz Kennedy
- **Absent:** Christopher Bardi, William Tedesco and Deborah Sessa

ROLL CALL:

Present	B. Donohue (arrived 7:32 pm)	Absent	C. Bardi
Present	A. Jablonski	Present	A. Popolozio
Present	T. Kaczynski	Absent	W. Tedesco
Present	S. Lepre	Absent	D. Sessa
Present	J. Nelson	Present	E. Kennedy
Present	L. Dyer		

Approval of Minutes:

- Thomas Kaczynski made a motion to approve the **September Board Meeting** minutes, Lisa Dyer seconded the motion, and the minutes were unanimously approved.

Y	S. Lepre	Absent	C. Bardi
Y	B. Donohue	Y	A. Popolozio
Y	J. Nelson	Absent	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Absent	D. Sessa
Y	L. Dyer		

Approval of Minutes:

- Aristotle Popolozio made a motion to approve the **October Board Meeting** minutes, Thomas Kaczynski seconded the motion, and the minutes were unanimously approved.

Y	S. Lepre	Absent	C. Bardi
Y	B. Donohue	Y	A. Popolozio
Y	J. Nelson	Absent	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Absent	D. Sessa

Y	L. Dyer		
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Public Comment:

- None

Correspondence:

- None

Council Liaison’s Report:

- Not Present

Committee Reports:

- Liz Kennedy reported that work continues on with Library policies and will forward more to the Board soon.

Treasurer’s Report:

- Judy Nelson presented the November Treasurer’s Report.
- Judy Nelson made a motion to approve the November Bill List with a Grand Total of \$13,795.65. Lisa Dyer seconded the motion and the Bill List was unanimously approved.

Y	S. Lepre	Absent	C. Bardi
Y	B. Donohue	Y	A. Popolozio
Y	J. Nelson	Absent	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Absent	D. Sessa
Y	L. Dyer		

Director’s Report:

- Liz Kennedy presented the Director’s Report.
- Increased circulations (over 3800) from prior year; Liz believes this is because of W Orange being closed.
- Liz will meet with the staff in December to complete employee reviews.
- Reviewed and restructured positions within Library.
- Created Director’s strategic plan for Library that includes priorities, competencies for all staff and action plan; Personnel Committee to discuss in coming months.
- Trustees should review their CE required hours prior to the end of year.

Old Business:

- None

New Business:

- Auditor requested meeting later in month to reconcile December bills; Judy will talk to Terry to see if they could create projections based on prior year invoices and Judy will follow up with call to Auditor.
- **Resolution #2023-23 2024 Library Holiday Hours**—Brian Donohue made a motion to amend the suggested holiday calendar and update two days to close at 2 pm for the day before Thanksgiving, November 22 and New Year’s Eve. Allison Jablonski seconded the motion and the resolution was unanimously approved.

- **Resolution #2023-24 2024 Board Meeting Dates** - Liz to check our bylaws; this resolution was tabled until next month.
- **Resolution #2023-25 - Website Redesign** - Lisa Dyer made a motion to approve the website redesign for \$1,000 including personalized maintenance, troubleshooting and transitioning from old website to new one. Aristotle Popolozio seconded the motion and the cost of the \$1000 website redesign was unanimously approved.
- **Resolution #2023-26- Laptop Purchase** - Thomas Kaczynski made a motion to approve a new purchase of a new Dell laptop from Amazon for \$985.00 for employee for administrative purposes. Judy Nelson seconded the motion and the computer replacement was unanimously approved.
- **Resolution #2023-27- Enhanced Institutional Membership NJLA for \$600.00** - Lisa Dyer made a motion to approve the yearly membership for all RFPL staff to utilize all the benefits and opportunities for \$600. Brian Donohue seconded the motion to sign up the RFPL and the resolution was unanimously approved.
- **Resolution #2023-28 - Approve 2022 Audit** - Thomas Kaczynski made a motion to approve the 2022 Library Audit we received. Brian Donohue seconded the motion and the resolution was unanimously approved.
- **Resolution #2023-29 - 2023 Transfer Calculation Report** - Judy Nelson made a motion to approve the Transfer Calculation Report to transfer \$19352.00 to the unrestricted designated Capital account for future Capital improvements. Brian Donohue seconded the motion and the transfer the funds was unanimously approved.
- **Resolution #2023-30 - Corrective Action Plan** - Allison Jablonski made a motion to approve the 2022 Auditors recommendation to exercise more care over budget line items as a few have been over expended. Line item transfers will continue on a monthly basis and presented to the Board of Trustees every month to avoid any over expenditures. Thomas Kaczynski seconded the motion and the resolution was unanimously approved.
- **Resolution #2023-31 - Approval for Expense Reimbursement Procedure** - Lisa Dyer made a motion to approve the new procedure and process for the expense reimbursement. Brian Donohue seconded the motion and the resolution was unanimously approved.
- **Resolution #2023-32 - Line Item Transfer** - Thomas Kaczynski made a motion to approve the line item transfer to maintain a balanced budget. Aristotle Popolozio seconded the motion and the resolution was unanimously approved.

Y	S. Lepre	Absent	C. Bardi
Y	B. Donohue	Y	A. Popolozio
Y	J. Nelson	Absent	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Absent	D. Sessa
Y	L. Dyer		

Adjournment:

- Allison Jablonski made a motion to adjourn the meeting at 8:17 PM, Brian Donohue seconded the motion, and it was unanimously approved.

Y	S. Lepre	Absent	C. Bardi
Y	B. Donohue	Y	A. Popolozio
Y	J. Nelson	Absent	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Absent	D. Sessa
Y	L. Dyer		

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

Respectfully submitted,
Allison Jablonski