

**Roseland Free Public Library
Board of Trustees Meeting
January 4, 2016**

Call to Order: 7:23pm

Attendance:

- **Christopher Lee, Terry Gamba, Brian Donohue, Sharlene Vichness, Brian Flynn, Jean Perrotti, Saumita LePre, William Tedesco, and Deborah Sessa**
- **Absent: Jackie Oliveira**

Approval of Minutes:

**December 2015 board meeting minutes were approved.
Jean Perrotti and Sharlene Vichness abstained.**

Council Liaison's Report:

- **Mr. Smith was not present.**
- **Brian Donohue reported that Mr. Smith contacted him regarding his term expiring at the end of 2015. Mr. Smith informed Brian that Mayor Duthie has re-appointed him and Brian accepted.**
- **Mr. Smith expressed to Brian that he would make an effort to attend more meetings in the 2016 year.**
- **Mayor Duthie is receptive to any suggestions for a replacement for Jane Quinn.**

Correspondence:

- **Brian D. received a thank you from Jane Quinn. This was in response to the flowers she received from the Board of Trustees, in appreciation of her many years of service as a member of the library Board of Trustees.**

Treasurer's Report:

- **Brian Flynn presented the budget.**
- **Brian Flynn made a motion to approve the bill list, Brian Donohue seconded the motion, and the motion was approved unanimously.**
- **The auditor's fee has increased by \$150.00.**
- **Brian Flynn made a motion to approve using O'Connor Davies (formerly McEnerney, Brady and Company) as our auditors, Jean Perrotti seconded the motion, and the motion was approved unanimously.**
- **Budget for 2016 is in progress.**
- **Discussion followed regarding autonomy from the borough. Christopher reported that all insurance issues have been resolved. For the March board meeting, Chris will prepare a list of questions for Joel Benisch for the purposes of clarification of the policies and their coverage.**
- **Chris expressed whether or not employee background checks and/or fingerprinting will be necessary.**
- **Payroll has been established and all employees will be utilizing direct deposit.**

- Phase 2 of Creative Workforce services will commence. Brian Flynn made a motion for Creative Workforce to begin with setting up the personnel files first, then drafting the employee handbook, and lastly addressing employee relations mediation; Brian Donohue seconded the motion and it was approved unanimously.
- Quarterly pension payment reports will be made to the borough.
- Chris reported that 2 repairs were necessary. One was electrical in nature. The other concern was the front doors not closing. While the repair was made, they will need to be replaced in the future.
- \$55,000 in unexpended funds is in the hands of the borough as of this meeting date. Chris is planning on going to go to the borough on January 5, 2016 for the payment due to the library. Additional funds are also forthcoming.
- Librarian's Report:
- Christopher reported that Len Iannocone has given notice.
- A replacement for Jen Overton's temporary maternity leave is still being sought.

New Business:

- **Nomination of Officers:**
President-- Brian Donohue has offered to serve as president for another year.
Vice President-- Sharlene has offered to serve for another year. This 2016 year is her last year.
- All officer nominations have been tabled until the February, 2016 meeting.
- Sharlene Vichness suggested a review of the bylaws in an effort to amend them and expand the number of trustees.
- William Tedesco made a motion to amend the bylaws to increase the board by 2 alternate and voting members when a board member is absent, Brian Donohue seconded the motion and it was approved unanimously.
- The Personnel Committee has been formed. It consists of: Brian Donohue, Brian Flynn, Jean Perrotti, and Sharlene Vichness. They will meet with Creative Workforce.
- Nomination of officers, committee staffing and updating the bylaws will take place at the February meeting.
- Sharlene Vichness reported that The Friends of the Library will be hosting a Downton Abbey event on Sunday, January 10 at 2:00pm. Snow date will be the following Sunday, January 17 at 2:00. She encouraged all to attend.

Old Business:

- None to report

Adjourned:

- Brian Flynn made a motion to adjourn the meeting at 8:34 pm, William Tedesco seconded the motion and it was unanimously approved.
- Next meeting Monday, February 1, 2016 at 7:15 pm.

Respectfully submitted,
Deborah Sessa