

Roseland Free Public Library
Meeting of the Board of Trustees

June 4, 2018

Call to Order: 7:15 pm

Attendance :

- Present: Brian Flynn, Brian Donoghue, Ariti Khitiri, Jen Overton, Nancy Kirby and Judy Nelson
- Absent: Aristotle Poplizio, Deborah Sessa, Christopher Bardi, Saumita Lepre, Jeannie Perrotti

Approval of Minutes:

- Brian Flynn made a motion to approve the May Board Meeting minutes. Ariti seconded the motion and the minutes were unanimously approved.

Public Comment:

- No public comment

Correspondence:

- No correspondence

Treasurer's Report:

- Judy Nelson presented the June Bill List.
- Judy Nelson reported that the Audit is complete and that she will discuss any comments with the Auditor. It was a satisfactory audit.
- Budget spending is on target with capital spending for the front desk and flooring in the offing.
- Brian Flynn approved the Bill List and Judy Nelson seconded the motion.

Librarian's Report:

- Jen Overton will report on the Summer Reading Program, summer programs and activities for all age groups at the June Town Council Meeting.

- Jen Overton reported that the flooring contractor has been selected from among three quotes received. Brian Flynn made a motion to approve the expenditure and the vendor selected for the work. Brian Donoghue seconded the motion.
- Library Employee Manual Vacation policy was discussed with comparisons among area libraries' policies and Roseland public employees' policy. The Board looked at the range of longevity benchmarks used to award vacation time. This topic is tabled until more Trustees are present for an in depth discussion.
- Library Employee Manual sections on Workplace Violence, Social Media Policy, Photography of patrons/staff, and Complaint Policy need to be finalized. Brian Flynn made a motion to continue reworking the Employee Manual and have employees read and sign off on the finalized policies and Brian Donoghue seconded the motion.
- Jen Overton reported that the workspace for two permanent employees in the back rooms is in progress. The walls are painted and mobile privacy panels will be used to delineate the workspace. Personnel files will remain in the Director's Office.

Old Business:

- Jen Overton researched opening on Sunday with two staff members during the school year. It would cost about \$150. To \$200. a week to operate on Sundays. The Director would be on call if problems should arise.
- The Special Summer Board Meeting has been set for August 6th at 7:15 pm.
- Jen Overton reported that, as of June 1, patrons will be able to borrow up to 10 items through BCCLS with T-Force delivery. BCCLS will provide guidance for the library's computer set up. BCCLS Board discussions are ongoing as to the viability of BCCLS service and the need for county financial support in 2019.

Council Liaison's Report:

- **Not present**

Committee Reports:

- None to report

Announcements:

- Judy Nelson announced the NJ State Trustees Meeting on October 27, 2018 will be held at the National Conference Center, 39 Monmouth Ave., East Windsor, NJ from 9:45 am -3:45 pm. Information for trustees and Speaker Presentations will be featured.

Adjournment:

Brian Flynn made a motion to adjourn at 7:53 pm. Brian Donoghue seconded the motion.

The next Library Trustees' Meeting Date: August 6, 2018 at 7:15 pm.

Respectfully Submitted,

Nancy Kirby