

Roseland Free Public Library
Board of Trustees Meeting
May 7, 2018

Call to Order: 7:15 PM

Attendance:

- Present: Brian Flynn, Jeannie Perrotti, Brian Donohue, Areti Khitiri, Nancy Kirby, Saumita Lepre, Judy Nelson, Jen Overton, Aristotle Poplizio, and Deborah Sessa
- Christopher Bardi arrived at 7:31

Approval of Minutes:

- Jeannie Perotti made a motion to approve the April Board Meeting minutes and Saumita Lepre seconded the motion and they were unanimously approved.
- Brian Flynn and Areti Khitiri abstained

Public Comment:

- None

Correspondence:

- None

Treasurer's Report:

- Judy Nelson presented the May Bill List.
- Discussion took place regarding the most recent PSE&G bill and the check to pay for the blinds. These two items will be added to the May Bill List and the list will be approved via e-mail.
- Discussion took place regarding the possibility of changing the billing cycle for the PSE&G bill.
- At the moment, the library is running under budget.
- Audit is set to begin as of the week of May 14, 2018.

Librarian's Report:

- The summer reading program plans are being finalized.
- Jen will attend the Borough Council Meeting and share the summer reading program information.
- Senior Service will begin in May. Students will organize and paint.
- Discussion took place regarding the language of the Employee Handbook.
- Brian Flynn made a motion to approve the Employee Handbook as amended, Jeannie Perrotti seconded the motion, and it was unanimously approved.
- Discussion took place regarding vacation time and was tabled until the next Board of Trustees meeting. Additional information is needed: Brian Flynn will gather information, Jen will prepare a spreadsheet, and the Personnel Committee will meet.
- The possibility of adding Sunday hours was discussed. It will be necessary to explore all factors regarding feasibility, hours, and cost before a decision is reached.
- The Capital Improvement Plan was reviewed. Flooring was the biggest adjustment. Jen will prepare a spreadsheet of vendors and costs to share at the next Board of Trustees meeting.
- The Procurement Policy will have to be updated to reflect that it is not necessary to go out to bid if the library is using the services of a business in the co-op.
- Discussion took place regarding BCCLS and the delivery service. BCCLS will be using their own delivery service as of 2019. This will result in an annual charge of \$6,000 which will be added to the library budget.
- Since the use of flyers to advertise individual library programs is costly in terms of paper and ink, it was decided that a monthly Children's Program and Adult Program will be created.

Council Liaison's Report:

- Christopher Bardi reported that the Borough will be conducting a town wide clean-up/beautification on Saturday May 12. It will involve fixing the rock wall on the Roseland Avenue side of the property. Registration is required no later than May 11 and can be done by calling 973-403-6024.
- Chris will gather the following information from the Council: procurement policy, vacation policy, and Library Board of Trustees voting guidelines which he will present at the summer meeting.

Committee Reports:

- None to report

Old Business:

- Author, Amy Ludwig VanDerwater will visit Lester C. Noecker School on May 31.
- Diversity Training took place.

New Business:

- The Board of Trustees welcomed, Areti Khitiri, our newest member.
- Summer meeting date will be determined and communicated via e-mail

Brian Flynn made a motion to adjourn the meeting at 8:39 PM, Brian Donohue seconded the motion, and it was unanimously approved.

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

Respectfully submitted,
Deborah Sessa