

Board of Trustees Meeting
May 6, 2019

Call to Order: 7:20 PM

Attendance:

- Present: Brian Donohue, Judy Nelson, Jen Overton, Aristotle Popolizio, Areti Khitiri, Dawn Afanador, Patricia Braga, Saumita Lepre, and Deborah Sessa
- Absent: Brian Flynn, Christopher Bardi

Approval of Minutes:

- Saumita Lepre made a motion to approve the revised April Board Meeting Minutes, Aristotle Popolizio seconded the motion, and they were unanimously approved.

Public Comment:

- None

Correspondence:

- A patron made a donation to the library as an expression of gratitude for the work of an employee who went above and beyond to assist this patron.

Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- Discussion took place regarding donations made to the library made by local businesses. Jen Overton will look further into this and report her findings at the May meeting.
- The auditor will be coming in May.
- Brian Donohue made a motion to approve the May Bill List, Aristotle Popolizio seconded the motion, and it was unanimously approved.

Librarian's Report:

- Jen Overton presented the Librarian's Report.
- Multicultural Day was a successful event. It was well attended by members of the community, Mayor Spango, Lester C. Noecker superintendent and faculty members.
- Senior Service will begin in May. Fifteen students from West Essex High School will participate. Among the projects planned will be having the students work on a photographic history of the borough and preparing materials for the Summer Reading Program.
- Jen Overton has attended several BCCLS meetings.
- The new delivery system will begin June 30. She reported that the 5 step delivery procedure will be streamlined to a 2 step delivery process.
- The date of the Summer Reading Program kickoff will be June 20. The event will include a bounce house and face painting.
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Council Liaison's Report:

- Not Present

Committee Reports:

- None to report

Old Business:

- First reading of the Employee Handbook took place. Discussion took place regarding the need to include language relative to employee background checks and training for new hires. Jen Overton will contact the library's attorney and other libraries for further advisement. Once she has done this, she will send the changes via e-mail to the members of the Board of Trustees for their review by Monday, May 13, 2019. Approval of the employee handbook was tabled, pending attorney advisement, and will take place at the June meeting.
- Jen reminded the members of the Board of Trustees to use their library e-mail accounts when corresponding about library business. This is a best practice for the confidentiality of the library and protection for the members. Jen Overton graciously offered to assist anybody needing assistance. Going forward library e-mail accounts will only be used.

New Business:

- A CD at Valley Bank is due for renewal. It was decided that this fund will not rollover. A motion was made by Judy Nelson for further investigation of rates which provide the greatest yield to take place, Aristotle Popolozio seconded the motion, and it was unanimously approved.
- Jen Overton respectfully requested approval for Lauren Seiner to attend a professional development training. Saumita Lepre made a motion to approve the expenditure of \$230.00 plus the amount of salary for the day for Lauren Seiner to attend the training, Patricia Braga seconded the motion, and it was unanimously approved.
- Discussion took place regarding the need for a new projector. Brian Donohue made a motion to approve the expenditure of \$1,250.00 for the purchase of a new projector, a separate DVD player, new cart, and 1 year extended warranty, Areti Khitiri seconded the motion, and it was unanimously approved.
- It was noted that a summer meeting will take place on July 25, 2019

Saumita Lepre made a motion to adjourn the meeting at 8:18 PM, Patricia Braga seconded the motion, and it was unanimously approved.

Next meeting date: Monday, June 3, 2019 at 7:15 PM.

Respectfully submitted,
Deborah Sessa