

**Board of Trustees Meeting
September 5, 2019**

Call to Order: 7:21 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:** Brian Flynn, Brian Donohue, Judy Nelson, Jen Overton, Areti Khitiri, Saumita Lepre, Dawn Afanador, Patricia Braga, and Deborah Sessa
- **Absent:** Aristotle Popolizio Christopher Bardi

Approval of Minutes:

- Brian Flynn made a motion to approve the June Board Meeting Minutes, Brian Donohue seconded the motion, and they were unanimously approved.
- Saumita Lepre abstained.

Public Comment:

- None

Correspondence:

- None

Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- The monthly Bill List was presented in new format.
- Discussion took place regarding reporting of Capital Improvement monies. Jen Overton and Judy Nelson will meet with director of West Caldwell Library for direction.
- The Audit Report was presented. The reported comment was that the library does not have proper segregation of duties due to limited number of personnel and budget constraints. The report also recommended tagging all technology equipment, which the library is in the process of completing.
- Brian Flynn made a motion to approve the September Bill List, Areti Khitiri seconded the motion, and it was unanimously approved.

Librarian's Report:

- Jen Overton presented the Librarian's Report.
- The Summer Reading Program was a record- breaking success this year.
- The following projects were completed this summer: Quiet Room painted, indoor tiling, and new carpeting.
- Jen will spend the remainder of this year and most of 2020 focusing on strategic planning for the library.
- The Board of Trustees will view brief training videos, as required by NJSL, during upcoming meetings.
- The fine forgiveness program has been successful.
- The third annual Fall Festival will take place on October 19, 2019.
- The October meeting will be led by Terry Gamba.

Executive Session:

- Brian Flynn made a motion to enter Executive Session, at 7:50 PM, to discuss NJ Minimum Wage compliance, Brian Donohue seconded the motion, and was unanimously approved.
- Brian Flynn made a motion to exit Executive Session, at 8:11 PM, Judy Nelson seconded the motion, and it was unanimously approved.

Council Liaison's Report:

- Not present

Committee Reports:

- None to report
- **Old Business:**
- Judy Nelson made a motion to approve the Employee Handbook, Brian Donohue seconded the motion, and it was unanimously approved.
- The front entrance was repaired.

New Business:

- Brian Flynn made a motion to approve the recommended pay increases for part time employees to comply with the NJ Minimum Wage, Patricia Braga seconded the motion, and it was unanimously approved.
- Judy Nelson made a motion to approve the resolution to restrict funds for capital projects in the amount of \$65,000., Brian Flynn seconded the motion, and it was unanimously approved.
- Saumita Lepre made a motion to approve the resolution to hire Hilda Weisburg to lead "Vision and Mission" staff training this fall for \$750. + mileage, Dawn Afanador seconded the motion, and it was unanimously approved.
- Jen Overton discussed some of her plans for Strategic Planning in 2020.
- Jen Overton proposed the purchase of furniture for the indoor patio in the amount of \$7, 639.98. Discussion took place and the final decision was tabled until the November meeting, pending further review of the capital improvement plan, projections, and budget.
- Discussion took place regarding a proposal to contribute to the town electric sign. The Board of Trustees would like more information about the sign before making a decision. Jen Overton will obtain the information requested and report her findings at the next board meeting.
- Discussion took place regarding the safety of the parking lot. The Roseland DPW has already been made aware to the concerns and will address the issues.

Saumita Lepre made a motion to adjourn the meeting at 8:32 PM, Brian Donohue seconded the motion, and it was unanimously approved.

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

Respectfully submitted,
Deborah Sessa