

Board of Trustees Meeting Minutes
November 2, 2020
Call to Order: 7:23 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:** Jen Overton, Brian Donohue, Judy Nelson, Saumita Lepre, Areti Khitiri, Aristotle Popolizio, Patricia Braga and Allison Jablonski
- **Absent:** Christopher Bardi and Deborah Sessa

Approval of Minutes:

- Areti Khitiri made a motion to approve the October Board Meeting Minutes, Judy Nelson seconded the motion, and the minutes were unanimously approved.

Public Comment:

- Bob Kovacs was on the Zoom call, but had issues connecting with audio
- Marie Yorlano – former Board President and founder of the Roseland Free Public Library passed away. The family is requesting donations to the library be made in her memory.

Correspondence:

- None

Treasurer's Report:

- Judy Nelson presented the Treasurer's Report.
- The October Bill List was previously approved via e-mail.
- The line audits are to be done next month

Librarian's Report:

- Jen Overton presented the Librarian's Report.
- The Library is continuing to work with FEMA on PPE reimbursement.
- The Gov't announced another executive order that all employees must be cleared before returning to work
- The budget is up a bit from last year; Jen will work on budget numbers next week to share in December
- The Board discussed an early payout schedule for an employee's \$9k accrued sick and vacation time; so as not to affect a budget when said employee retires. Jen will look into budget numbers and report out if it is feasible to pay out in lump sums that Board agrees to in the near future

Council Liaison's Report:

- Not Present

Committee Reports:

Finance Committee:

- They are slated to meet on 11/6 at 11 am

Personnel Committee:

- Committee shared their thoughts and suggestions for Staff and Director's yearly increases including percentage increases within budget scope
- Discussed the comparison of BCCLS chart of other similar sized libraries (in size, staff tenure, etc.) as main focus is to get staff salaries closer to \$15 minimum wage and keeping our amazing staff

Old Business:

- None to report

New Business:

- There were several resolutions that were discussed and to approved.
- Resolution #2020-0014 Approval to update website; approval to update the website for a cost of \$500 from our current vendor, Patricia Braga made a motion to approve, seconded by Saumita Lepre, and it was unanimously approved.
- Resolution #2020-0015 Approval of Corrective Action Plan; Areti Khitiri made a motion to approve, seconded by Patricia Braga, and it was unanimously approved.
- Resolution #2020-016 Approval of 2021 Holiday Schedule; Patricia Braga made a motion to approve, seconded by Judy Nelson, and it was unanimously approved.
- Resolution #2020-017 Approval of 2021 Board Meetings; Saumita Lepre made a motion to approve, seconded by Brian Donohue, and it was unanimously approved.
- Bids on cleaning service and insurance; new bids are coming in so no vote needed at this time
- Motion was made to enter Executive session

Executive Session:

- Employee reviews and pay raises were discussed.
- Motion was made to exit Executive session at 8:21 pm
- Resolution #2020-018 Approval of staff pay increases as recommended by the personnel committee. Saumita Lepre made a motion to approve, seconded by Aristotle Popolizio, and it was unanimously approved.

Aristotle Popolizio made a motion to adjourn the meeting at 8:27 PM, Areti Khitiri seconded the motion, and it was unanimously approved.

Next meeting date: Monday, December 7, at 7:15 PM.

Respectfully submitted,
Allison Jablonski