

**Board of Trustees Meeting**  
**February 5, 2024**  
**Call to Order: 7:15 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:** Saumita Lepre, Allison Jablonski, Judy Nelson, Brian Donohue, Lisa Dyer, Thomas Kaczynski, Christopher Bardi, Aristotle Popolizio, William Tedesco, Liz Kennedy, and Deborah Sessa

**ROLL CALL:**

P	B. Donohue	P	C. Bardi
P	A. Jablonski	P	A. Popolizio
P	T. Kaczynski	P	W. Tedesco
P	S. Lepre	P	D. Sessa
P	J. Nelson	P	E. Kennedy
P	L. Dyer		

**Oath of Service:**

- Saumita Lepre administered the Oath of Service to Aristotle Popolizio and William Tedesco.

**Election of Board Officers:**

- **President: Saumita Lepre**—Brian Donohue nominated Saumita Lepre to serve as the President of the Board of Trustees for 2024, Lisa Dyer seconded the nomination, and it was unanimously approved.
- **Vice President: Allison Jablonski**—Saumita Lepre nominated Allison Jablonski to serve as the Vice President of the Board of Trustees for 2024, Aristotle Popolizio seconded the nomination, and it was unanimously approved.
- **Treasurer: Judy Nelson**—Saumita Lepre nominated Judy Nelson to serve as the Treasurer of the Board of Trustees for 2024, Brian Donohue seconded the nomination, and it was unanimously approved.
- **Recording Secretary: Deborah Sessa**—Aristotle Popolizio nominated Deborah Sessa to serve as the Recording Secretary for the Board of Trustees for 2024, Brian Donohue seconded the nomination, and it was unanimously approved.

**Approval for Election of All Board Officers**

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa

**Approval of Minutes:**

- Deborah Sessa made a motion to approve the January Board Meeting minutes, Brian Donohue seconded the motion, and the minutes were unanimously approved. abstained.

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Abstain	A. Popolizio
Y	J. Nelson	Abstain	W. Tedesco
Abstain	A. Jablonski	Y	E. Kennedy
Abstain	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

**Committees For 2024:**

- Personnel Committee: Brian Donohue, Lisa Dyer, and Judy Nelson
- Building and Grounds Committee: Brian Donohue, Thomas Kaczynski, and William Tedesco
- Finance Committee: Saumita Lepre, Judy Nelson, and Aristotle Popolizio
- Policy Committee: Lisa Dyer, Allison Jablonski, Judy Nelson

**Public Comment:**

- None to report

**Correspondence:**

- Liz Kennedy was in receipt of the Senior Citizen Nomination Form from the Roseland Recreation Department.

**Council Liaison's Report:**

- Christopher Bardi reported that the Borough of Roseland is in the process of completing their budget.
- A meeting is scheduled involving the DPW of Roseland, Christopher Critchett, Maureen Chumacus, Christopher Bardi, and Liz Kennedy to better understand the lease of the library building.

**Committee Reports:**

**Finance Committee:**

- The library budget has been completed.
- The Capital Plan is being developed.

**Personnel Committee:**

- Employee evaluation discussions have taken place.

**Policy Committee:**

- Policies have been submitted for Board of Trustees Approval.

**Treasurer's Report:**

- Judy Nelson presented the February Treasurer's Report.
- Discussion took place regarding various museum passes.
- Saumita Lepre made a motion to approve the February Bill List, Allison Jablonski seconded the motion, and the February Bill List was unanimously approved.

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer	Y	

**Director's Report:**

- Liz Kennedy presented the Director's Report.
- Circulation for January was 5,507 items.
- There are 10-15 programs for a variety of age ranges running each week.
- Programming with the Folk Arts Center in NJ to bring cultural programming to the library is planned.
- The Library has partnered with VolunPeer a new non-profit organization in Roseland.
- There have been a record number of Spanish Storytime participants.
- The Collection Development Policy and Liability Waiver have been presented to the Policy Committee.
- The budget has been finalized and presented to the Finance Committee.
- Staff evaluations have been finalized.
- Brainstorming continues for a Staff Appreciation event and 50th Anniversary celebration.

**Old Business:**

- None to report.

**New Business:**

- **Resolution #2024-04–Approval To Renew Quickbooks 1 Year**–Aristotle Popolizio made a motion to approve the renewal of Quickbooks for 1 year at a cost of \$649.00. Thomas Kaczynski seconded the motion and it was unanimously approved.
- **Resolution #2024-05–Approval To Extend Library Hours on March 23, 2024–10:00 AM-4:00 PM**–William Tedesco made a motion to approve extending the library hours on March 23, 2024–10:00 AM-4:00 PM. Allison Jablonski seconded the motion and it was unanimously approved.
- **Resolution #2024-06–Approve the 2024 Budget**–Saumita Lepre made a motion to approve the 2024 Annual Budget as presented effective February 5, 2024. Allison Jablonski seconded the motion and it was unanimously approved.
- **Resolution #2024-07–Approve the Collection Development Policy**–Judy Nelson made a motion to approve the Collection Development Policy, Allison Jablonski seconded the motion and it was unanimously approved.
- **Resolution #2024-08–Waiver and Consent Policies**–Saumita Lepre made a motion to approve the Waiver and Consent Policies subject to attorney approval of additional language. Brian Donohue motion and it was unanimously approved.

- **Resolution #2024-09–Capital Plan**–Saumita Lepre made a motion to approve the 2024 Capital Plan as presented, Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2024-10–Approve Samuel Klein and Company Auditor**–Saumita Lepre made a motion to approve Samuel Klein and Company as the auditor for the 2024 Library Audit in the amount of \$5,050.00. Brian Donohue seconded the motion and it was unanimously approved.

**Approval of Resolutions #2024-04-10**

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

**EXECUTIVE SESSION:**

Be resolved by the Library Board of Trustees that it adjourns to an executive session to discuss subject matter without the presence of the public. The matters discussed will be made known to the public at such time as appropriate action is taken on said matters, and when disclosure will not result in the unwarranted invasion of individual privacy or prejudice to the best interests of The Library.

- Aristotle Popolizio made a motion to enter into Executive Session at 8:25 PM. Brian Donohue seconded the motion and it was unanimously approved.
- Liz Kennedy exits the meeting at 8:24 PM.

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		



- William Tedesco made a motion to exit Executive Session at 9:32 PM. Thomas Kaczynski seconded the motion and it was unanimously approved.
- Liz Kennedy returns to the meeting at 9:33 PM.

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

- William Tedesco made a motion to approve employee salary increases based upon discussion which took place during Executive Session. Brian Donohue seconded the motion and it was unanimously approved.

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

**Adjournment:**

- Saumita Lepre made a motion to adjourn the meeting at 9:34 PM. William Tedesco seconded the motion and it was unanimously approved.

Y	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

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

Respectfully submitted,  
Deborah Sessa