

MINUTES  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 22, 2018

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as The Open Public Meetings Act, proper notice of the meeting and all Library Board Meetings of 2017 were posted and shall remain posted throughout the year on the Official Main Library Bulletin Board, were mailed to the "Star-Ledger", the officially designated newspaper, and to the "West Orange Chronicle", the second newspaper, and were faxed to the Township Clerk.

ROLL CALL:

Meeting called to order at 7:04pm with a quorum of the Board. The following attended: Sheri Prupis, Lisa Fahoury, Robin Guarino, Marge Mingin, Amy Schwarz, Dana Nugent, Lisa Touzeau, Joe Riopel and Victor Salama. Also attending were Dave Cubie, Library Director, Linda Hartner, Admin. Clerk.

CITIZEN'S HEARING: (Please state name and address)

NONE

MINUTES OF PREVIOUS MEETING:

Motion: Ms.Mingin moved to accept the minutes of the January 25, 2018 meeting  
Second: Ms. Guarino  
Action: approved

FINANCE:

Motion: Ms. Mingin moved to approve the February bills presented for payment  
Second: Ms. Prupis  
Action: approved

Mr. Cubie reviewed the Expenditures and Appropriations on the monthly Budget Report as well as the Statements of Receipts for the December Final Report.

Mr. Cubie reported that the Final Budget Report of 2017 shows that the library operated \$226,185.28 under budget. Library budgeted to have \$138,541 out of library reserves. The library operated \$87,644.28 in the positive regarding budgeted revenue v expenditures. In 2017 the library received \$12,813.02 more than budgeted for. For 2017, the net position of the library is positive \$100,457.30.

There was a discussion about the amount paid under the Audit Line. Two years were paid. There was a discussion about the terminology at the top of the columns and why changes are made. The Board also wants to know why changes were made on some proposed budget figures. Ms. Nugent said that proposed budgets are fixed amounts.

Mr. Cubie will speak to our accountant about the proposed budget lines and the terminology of the columns.

Ms. Guarino would like an explanation of the amount shown on the Legal Services line.

There was a discussion about meeting with Ms. Zozulia, the Library's accountant. Ms. Nugent said she would be happy to meet with Ms. Zozulia before meetings to go over the budget report.

Mr. Cubie reported that Ms. Zozulia said an overdraft mechanism will be put in place with PNC bank.

The appropriation check for the 2nd part of the 1<sup>st</sup> quarter in the amount of \$338,649.18 was deposited.

#### CORRESPONDENCE AND GIFTS:

NONE

#### COMMITTEE REPORTS:

FOUNDATION: Mr. Salama reported that the Foundation Committee members have started thinking about the Library's 70<sup>th</sup> year celebration. Mr. Salama met with the staff and a suggestion was made to call it a 70<sup>th</sup> birthday celebration instead of an anniversary. They're thinking of calling it 70 for 70, \$70,000 for 70 years. It was suggested that the campaign run from June – June. They will gather information about potential projects and then move forward. Mr. Salama thought the street fair would be a great opportunity to get the word out. Mr. Salama reported that in meeting with the staff he was pleased to see that they were fully engaged.

Ms. Fahoury reported that the Foundation received an anonymous donation of \$1,800.

#### FRIENDS LIAISON:

Ms. Mingin reported that Jerry Sweeney is back in a limited capacity. He hosted their February meeting.

The Friends will be sponsoring a St. Patrick's Day contingent for the parade.

The Friends was one of sponsors of the Black History Month program held at the Library on February 25 and will also be sponsoring a program for Women's History Month in March.

#### DIRECTOR'S REPORT:

Mr. Cubie reported that the state delivery system that BCCLS uses is starting up again. The current delivery system will be terminated in May. BCCLS representatives went to LibraryLinkNJ to make sure their interests would be taken care of. On 2/23/2018 hold can be started again. Ms. Fahoury said the staff did a great job on this situation through social media.

Mr. Cubie met with Jack Sayers and Len LePore about our 2017 and 2018 building improvement projects. They are putting out an RFP got an architect to manage 18 projects from

2017 (some can be done in house) and 2018. The architects who we hired for our building safety needs, will be able to bid on these projects. Mr. Cubie will inform them.

Mr. Cubie reported that the Budget Hearing at the Town Hall will be held on March 17. Ms. Fahoury asked Mr. Cubie to send an e-mail to the Board when he is informed of our time slot.

Mr. Cubie reported that Ms. Hartner, Admin. Clerk, will be retiring at the end of March and Mr. Cubie and Ms. Hartner worked together to find a replacement. Ms. Hartner's replacement will start on March 5 for training and will attend the March Board Meeting.

Mr. Cubie discussed the problems we have been experiencing with our elevator. It has been repaired and as of now is working. He will keep on top of the situation.

Mr. Cubie reported that Ms. Boyle, Youth Services Librarian, was invited to Roosevelt Middle School for a book signing and interview for Marley Dias' book "Marley Gets It Done". Ms. Boyle was recognized by Marley and her family for all the help she gave Marley in her many endeavors.

Mr. Cubie reported that on February 25<sup>th</sup> in honor of Black History Month there will be a program: Harlem Renaissance featuring a dramatic performance by Gary Edison from the selected poems of Langston Hughes. This program is being sponsored by the West Orange African Heritage Organization, the Drifters of Montclair, and Friends of the West Orange Public Library. We are hoping to have a few hundred people attend.

#### WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC. REPORT:

##### REPORT MADE UNDER COMMITTEE REPORTS

##### NEW BUSINESS:

Ms. Prupis expressed that typically in speaking about personnel matters it is done in closed session unless the employee being discussed wishes it to be in open session. Mr. Cubie requested that this be handled in open session. <sup>AMJ</sup> Mr. Prupis, as head of the Personnel Committee, will lead this part of the discussion. The topic is Mr. Cubie's salary and he has chosen Mr. Robert Chewning as his advocate. Mr. Chewning will be speaking of Mr. Cubie's accomplishments.

Mr. Chewning is making a request based on his performance and what other library directors in the area are paid.

Mr. Chewning: Mr. Cubie was hired in 2014 with extensive library background and experience. He has continued the growth of this library based upon his experience and education. He has a Masters in Library Science and a Master of Fine Arts.

Mr. Cubie instituted the BCCLS program in the library. It has been a very positive experience for the patrons. He has increased grants in the Library. He assisted in the formation of the Friends of the Library. He increased outreach and service to the community.

Mr. Chewning stated that Mr. Cubie asks for an increase to \$125,000 based on comparable libraries in the area (Livingston, Maplewood, Montclair, Millburn) and the fact that the past three

library directors in West Orange were paid over \$120,000. His increase is based upon his Board Contract. Mr. Cubie loves it here and wishes to continue.

Ms. Prupis said that Mr. Cubie's evaluation is in work form and not available yet. The Board will address questions to Ms. Fahoury and she will direct to Mr. Cubie and Mr. Chewning.

Mr. Riopel stated that Mr. Cubie's evaluation is 3.1 on a scale of 1-5.

Ms. Fahoury responded that while she felt there was some accurate commentary on his evaluation, his scores were highest on community outreach and creativity. He has stepped up and excelled in these areas. We are a lot more visible and collaborative. His work is recognized and the community appreciates that he is around more.

Ms. Prupis stated that this year's comments are more positive and constructive.

Ms. Fahoury stated that there are some areas that we as a Board recognized that we needed to make improvements in goal setting and identifying strengths and weaknesses.

Ms. Prupis stated that there are a lot of concerns about marketing. It is a critical gap that we have. Is it Mr. Cubie's gap or the Board's gap?

Mr. Riopel feels that in general we are doing more across the board.

Ms. Prupis stated that Mr. Cubie goes to a community wide program once a year at a local synagogue. For a large group of people it's probably the first time they met the Director.

Mr. Salama said that there is a positive shift in the communications between Director and Board.

Ms. Prupis recommends that each Board member go to three Council Meetings. It shows that the Library Board is visible and interested in the Town Council.

Ms. Prupis stated that the Personnel Committee met and wants to go over what we're hearing here. Mr. Cubie's advocate is asking us to consider comp. salaries. We will take this into account. The Personnel Committee will come back with a recommendation to the full Board. Mr. Cubie can send additional comments in writing to Ms. Prupis next week. The Personnel Committee will decide if there should be a change in salary, and if so, how much? We want to make sure that we are not missing anything. The Committee will prepare a report followed by a recommendation, motion to accept, and then discussion. This is an action item to be brought back to the Personnel Committee.

There was a detailed discussion on library statistics. We need to do a better job on our statistics. What can it mean for West Orange Public Library and what do our statistics not take into account.

Mr. Cubie wants to revise our people counter. Our statistic report needs to be updated. Ms. Prupis stated that we need to do a better job reporting programs. How do we determine if programs are working?

Ms. Guarino suggested evening book discussions.

Mr. Salama suggested sending out questionnaires to patrons on social media.

Mr. Cubie wants to make a single statistical report for the Board. He has been meeting with the managers about this.

Ms. Prupis suggested that statistics and programming be an ongoing business item on the agenda.

#### UNFINISHED BUSINESS:

Ms. Fahoury distributed the survey to the Board and discovered some interesting observations and skill gaps. On a scale of 1-5 these are the results:

Board Effectiveness – 3.64 – Highest – putting together Board agenda and Board recruitment  
Lowest - listening to different points of view

Board & Director – 3.11- Highest – professional development  
Lowest - evaluation process and better understanding of division of responsibilities

Individually – 4.31 Highest – knowledge of bylaws  
Lowest - encouraging other opinions from people who tend to hold back

Mr. Salama stated that the committee process needs to be understood.

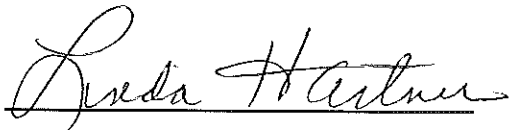
Ms. Fahoury stated that the committee structure should be looked at more closely, and bylaws also. Are they strictly advisory or do we have too many? Are se stretched too thin? Do we need ad hoc committees? There was a further discussions on these questions.

Motion: Mr. Riopel moved to adjourn at 8:38pm

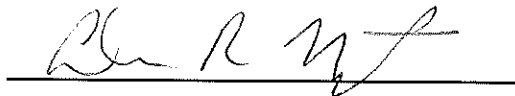
Second: Ms. Prupis

Action: Approved

Respectfully submitted,



Linda Hartner, Secretary



Dana R. Nugent, Secretary, Board of Trustees