

MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 26, 2017



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 2016 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 7:00pm with a quorum of the Board. The following attended: Sheri Prupis, Lisa Fahoury, Lisa Touzeau, Amy Schwarz, Joe Riopel, and Robin Guarino. Also attending were Dave Cubie, Library Director and Linda Hartner, Admin. Clerk.

CITIZEN'S HEARING: (Please state name and address) Donna Fenske, Livingston, NJ

Ms. Fenske asked if the Board bylaws could be posted on the library web site. Also Ms. Fenske supports the proposed policy change on patron computers. Ms. Fenske asked that the Board look at and consider change in the library's internet policy.

Mr. Joel Benisch of Benisch & Co., LLC discussed the library's current Director's & Officers insurance policy and employment practices liability.

MINUTES OF PREVIOUS MEETING:

Motion Mr. Riopel: motion to accept minutes of December 8, 2016 meeting
Second Ms. Schwarz
Action Corrections to be made: Sharpe to Fenske; sill to will; Adult Comp. (no action)

Motion Ms. Schwarz: motion to amend minutes of December 8, 2016 to include above corrections
Second Ms. Guarino
Action n/a

FINANCE:

Motion Mr. Riopel: motion to ratify the December 2016 bills
Second Ms. Fahoury
Action n/a

Motion Ms. Schwarz: motion to accept the January bills presented for payment in the amount of \$129,492.65
Second Mr. Riopel
Action n/a

Mr. Cubie reported that YTD expenditures are \$2,046,546.93. YTD revenues are \$2,079,574.26.

Mr. Cubie reported that the library received final 2016 appropriation payment from the Township of \$4,657. First payment of 2017 1st quarter was received in the amount of \$165,764.39.

CORRESPONDENCE AND GIFTS

Mr. Cubie reported the donations received. There were 17 donations in memory of Samuel W. Geller for a total of \$1,306. \$5,000 was received from the Roschelle Family Foundation. There were 2 donations for the Badlani Reserve for a total of \$300. There were 8 donations for the Reserve Donation Account and Book Sponsorship. The total received was \$7,299.50.

Mr. Cubie reported that the library has been awarded two grants. One is the NJ Council for Humanities in the amount of \$3,995. The second is the Dollar General American Library Association Build ESOL collection in the amount of \$5,000.

BOARD REPORTS:

Ms. Prupis wants to make better use of the Board committees. Each committee will meet and select a chair and work out what their charges will be. Ms. Touzeau will present a report at the March Board Meeting.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT: NONE

DIRECTOR'S REPORT:

In addition to his written report, Mr. Cubie informed the Board that the AARP Tax Preparation at the library has begun. It runs from February 1 – April 12. Appointments may be made by calling the library.

Mr. Cubie reviewed the Capital Improvement Projects for 2016 and 2017 with the Board.

NEW BUSINESS:

Motion Ms. Guarino: motion to raise limit of coverage with Benisch & Co., LLC

Second Mr. Riopel

Action Find out what comparable local library limits are; ask for prices for increase to \$1,500,00 and \$2,000,000. Operations Committee will meet and work with Dave. Dave will find out from Township what insurances they have that cover the library.

Motion Ms. Fahoury: table above motion

Second Ms. Guarino

Action Table until investigated

Motion Mr. Riopel: motion to designate official newspapers and official depository for library; motion to authorize the award of non-fair and open contract to nine vendors

Second Ms. Guarino

Action n/a

Ms. Prupis and Ms. Fahoury met with Mayor Parisi and discussed the responsibilities for the library building. It was determined that the Mayor and Township Council are responsible for the outside physical building and major infrastructure issues. Library staff and Board are responsible for smaller issues inside the building. Policy and procedural issues are internal issues not Township issues.

OLD BUSINESS:

Ms. Prupis reported that the CWA union contract with the staff has been signed.

ADJOURNMENT:

Enter into Executive Session at 8:22pm

Motion Ms. Touzeau

Second Ms. Fahoury

Action HR issues

Leave Executive Session at 8:57pm

Motion Mr. Riopel

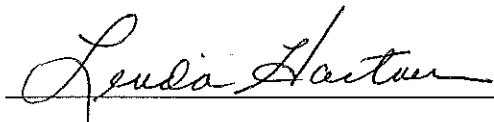
Second Ms. Touzeau

Adjourn at 8:58pm


Motion Ms. Guarino

Second Ms. Touzeau

Respectfully submitted,

A handwritten signature in cursive script, reading "Linda Hartner", written over a horizontal line.

Linda Hartner, Secretary

A horizontal line representing a signature.
Lisa Touzeau, Secretary, Board of Trustees