



MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
October 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 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 7:05pm with a quorum of the Board. The following attended: Sheri Prupis, Lisa Fahoury, Robin Guarino, Joe Riopel, Lisa Touzeau, Marge Mingin, Dana Nugent, Amy Schwarz and Victor Salama. Also attending were Dave Cubie, Library Director, Linda Hartner, Admin. Clerk.

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

Donna Fenske of Lake Hopatcong, NJ asked for confirmation that the Board bylaws be posted on our web site. Ms. Fahoury responded that they will be put back on.

MINUTES OF PREVIOUS MEETING:

Motion: Mr. Riopel moved to accept the minutes of the September 28, 2017 meeting
Second: Ms. Fahoury
Action: approved

FINANCE:

Motion: Ms. Touzeau moved to approve the September bills presented for payment in the amount of \$53,389.36
Second: Mr. Riopel
Action: approved

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

Mr. Cubie reported that expenses were \$1,439,661.20 through September. The percentage of the budget expended through September, 2017 is 64.4%. Mr. Cubie believes we should come in under revenue this year.

CORRESPONDENCE AND GIFTS:

A \$125 donation was received from Mr. & Mrs. Lonnie Hanauer to supplement our fiction collection.
A \$105 donation was received from Bonnie Jaffe representing the Harriet Ritzer Book Club in memory of Harriet Ritzer.

The 1st. payment, 4th quarter appropriation check in the amount of \$169,324.59 was received from the Township.

COMMITTEE REPORTS:

Mr. Cubie will set up a time to meet with the Finance Committee to discuss the 2018 Budget.

Ms. Prupis reported that the Labor Relations Committee will be meeting November 9 with the CWA as a first step in labor negotiations.

Ms. Touzeau reported that the Board Membership, Nominations and Bylaws Committee is working on a new slate of officers for 2018 to be presented at the December 7 Board Meeting.

FRIENDS LIAISON:

Mr. Cubie reported that the Friends are actively working to get out the vote for the Construction Bond Act.

The Friends sponsored a fund raiser at the Oak Barrel Restaurant in West Orange on October 26, 2017.

DIRECTOR'S REPORT:

Mr. Cubie reported that he asked the Township engineer time to discuss pending projects for the Library. He said everything has been approved but the timing for starting work is tight right now.

Ms. Prupis asked that a member of the Building & Grounds Committee accompany Mr. Cubie when he has scheduled a formal meeting to discuss these projects.

Mr. Cubie reported that we will not be paying startup costs to BCCLS starting next year.

Mr. Cubie reported that the trustees were sent a link to register for the Trustee Institute advocacy and continuing education program in November. Ms. Mingin and Ms. Fahoury have registered.

Mr. Cubie reported that a written request for increased coverage for Director's and Officer's insurance has been sent to Joel Benisch.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC. REPORT:

NONE

NEW BUSINESS:

Ms. Mingin reminded the Board that November is Native American Heritage Month and the Friends are also looking at African American Heritage, Black History Month and Martin Luther King Day.

Mr. Cubie will work with Ms. Castro on programming.

Motion: Mr. Riopel moved to accept the 2018 list of Holiday closings

Second: Ms. Mingin

Action: approved

Motion: Mr. Riopel moved to accept the 2018 list of Board Meeting dates

Second: Ms. Mingin

Action: approved

Motion: Mr. Riopel moved to pass Resolution 20178-11(Resolution to Establish the Annual Meeting Schedule)

Second: Ms. Mingin

Action: approved

UNFINISHED BUSINESS:

Ms. Guarino asked Mr. Cubie verify if patrons pay the amount assessed by the home library or library to which they return? Mr. Cubie will verify.

There was further discussion on the issue of senior/adult programming information reaching all patrons. Mr. Cubie plans to make a statement during Public Comments at a Township Council Meeting announcing the programs available. Mr. Cubie will also document monthly outreach efforts in his director's report.

Ms. Prupis suggested contacting the Mayor's office with a comprehensive list and ask that it be posted at the top of "In and About". It would help if library material is occasionally given a top spot.

Mr. Riopel feels that sending an e-mail to the offices in the senior housing should be sufficient.

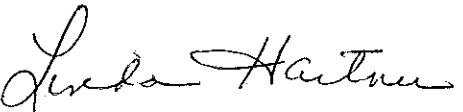
Mr. Cubie and Ms. Prupis reported that copies of the forthcoming ballot have been mailed to residents by various organizations. They encourage everyone to contact family and friends through social media to educate them about the Construction Bond Act.

Ms. Fahoury reported that she could not find a self-evaluation form for the trustees that she felt suited our needs so she is going to prepare a form herself.

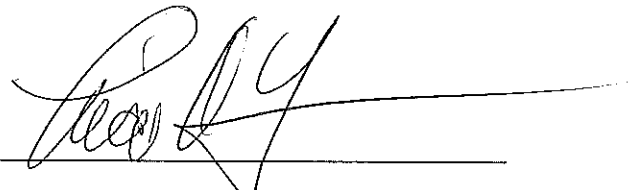
Move to adjourn at 7:46pm

Motion: Mr. Riopel
Second: Ms. Mingin
Action: approved

Respectfully submitted,



Linda Hartner, Secretary



Lisa Touzeau, Secretary, Board of Trustees