

MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
September 28, 2017



APPROVED

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 7:03pm with a quorum of the Board. The following attended: Sheri Prupis, Lisa Fahoury, Robin Guarino, Joe Riopel, Lisa Touzeau, Marge Mingin, and Dana Nugent. Also attending were Dave Cubie, Library Director, Linda Hartner, Admin. Clerk.

OATH OF OFFICE: Ms. Prupis administered the Oath of Office to newly appointed Trustees, Marge Mingin and Dana Nugent.

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

Donna Fenske of Lake Hopatcong, NJ asked that the Board bylaws be put on our web site. Ms. Fahoury responded that they were taken down for revision and they will be put back on.

Ms. Fenske also asked about having CO² detectors installed in the Library. Mr. Cubie responded that they would be connected to our security system and he will take care of purchasing them.

MINUTES OF PREVIOUS MEETING:

Motion: Mr. Riopel moved to accept the minutes of the July 27, 2017 meeting
Second: Ms. Touzeau
Action: approved

FINANCE:

Motion: Ms. Guarino moved to ratify the August bills in the amount of \$76,031.88
Second: Mr. Riopel
Action: approved

Motion: Mr. Riopel moved to approve the September bills presented for payment in the amount of \$67,914.38
Second: Ms. Mingin
Action: approved

Ms. Prupis explained various aspects of the Board Meetings for the benefit of our two new trustees.

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 \$1,297,893.81 through August. Due to a staff member on disability our line for outside librarians is higher than expected but offset by lower than expected salaries and wages. The IT line is in good shape as well as Sunday salaries.

In answer to a question by Ms. Guarino, Mr. Cubie responded that sick time is not accrued during leave from work.

Mr. Cubie reported that we can plan on being a little under on expenditures and over on expected revenues this year.

Mr. Cubie explained that e-rate is used only for internet services. He also explained the Capital Reserve Account and the restricted reserve accounts for the benefit of the new trustees.

CORRESPONDENCE AND GIFTS:

A \$25 donation was received from Alice Fried and will be used for AV. A \$2,000 donation was received from Carolyn Ferguson. \$1,000 will be used for audio books and \$1,000 will be put in the operating account and used for programming.

The second half of the 3rd quarter appropriation check in the amount of \$338,649.18 was received from the Township.

COMMITTEE REPORTS:

Ms. Touzeau will contact the Nominations Committee to prepare a slate of officers for 2018. Committees need to be updated and Ms. Touzeau will send forms to all trustees for committee assignments.

FRIENDS LIAISON:

Ms. Fahoury reported that the Friends' Book Sale was well received. However, there was a lack of signage and that will be addressed. Dr. Mingin reported that the Friends received a \$1,000 grant from Wells Fargo.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT:

NONE

DIRECTOR'S REPORT:

Mr. Cubie reported has nothing to add to his written report except that he is working well with different organizations in Town.

Mr. Cubie reported that 147 people attended the performance by the Hernan Romero Trio on September 25 at the Library. This program was part of the Hispanic Heritage Month celebration and was a huge success.

NEW BUSINESS:

Mr. Cubie reported that he will be able to hire a temporary teen librarian while our current teen librarian is out on leave. Mr. Cubie will post an ad for the position.

Mr. Cubie reported to the Board that there has been a change in the BCCLS pricing for next year, but it is not as high as previously expected. We also decreased our subscriptions by four so the costs will be in line with this year's costs. We will be able to continue with BCCLS.

Mr. Cubie gave the new trustees a brief synopsis of the BCCLS membership.

In 2018 the Library will be celebrating its 70th anniversary. There was a brief discussion about what will be done and when to commemorate this special occasion.

Ms. Mingin reported to the Board that the Pew Research Center found that 53% of millennials are the most likely generation of Americans to use public libraries.

Mr. Cubie presented a resolution based on a suggestion by our auditor to clean up outstanding account items. Mr. Cubie clarified with Ms. Zozulia of Citrin Cooperman that the outstanding deposits are reported income that we never received and as a result they did not clear. Outstanding checks were never cleared.

Motion: Mr. Riopel moved to approve Resolution 2017-10 (Void Outstanding Checks and Deposits)

Second: Ms. Touzeau

Action: void outstanding checks and deposits over six months old

UNFINISHED BUSINESS:

Ms. Fahoury stated that the Board members should evaluate themselves as trustees. She will look at documents online and choose an appropriate document and inform the board members.

Ms. Mingin stressed the importance of the \$125,000,000 Construction Bond Act to be voted on in November. She said that this is critical. It's a 50/50 match with municipalities for library projects. The Friends are going to help inform the public and would like us to put literature at the front desk and put information on our web site and our Facebook page. The State Library has material available online.

Since there has been some concern about programs available for seniors, Mr. Cubie distributed a list of programming available for seniors at the Library. Ms. Prupis suggested that a brochure should be prepared with this information and distributed to seniors.

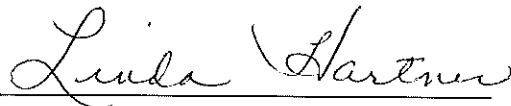
Move to adjourn at 8:20pm

Motion: Mr. Riopel

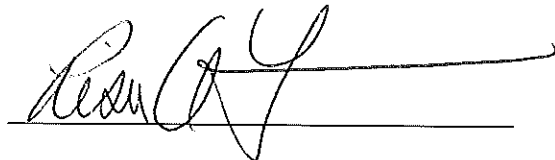
Second: Ms. Fahoury

Action: approved

Respectfully submitted,



Linda Hartner, Secretary



Lisa Touzeau, Secretary, Board of Trustees