

MINUTES  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 7, 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 7:05pm with a quorum of the Board. The following attended: Sheri Prupis, Lisa Fahoury, Robin Guarino, Joe Riopel, Lisa Touzeau, Marge Mingin, Amy Schwarz 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: Mr. Riopel moved to accept the minutes of the October 26, 2017 meeting  
Second: Ms. Mingin  
Action: approved

FINANCE:

Motion: Mr. Riopel moved to approve the November bills presented for payment in the amount of \$80,426.35  
Second: Ms. Fahoury  
Action: approved

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

There was a discussion about some line items in the budget.

Ms. Prupis stated that library reserves should be saved for urgent matters only.

Mr. Cubie reported that expenses were \$1,570,353.51 through October. The e-rate received was \$8,488.80. The fourth quarter, final appropriation check from the Town was \$338,648.94

Motion: Mr. Riopel moved to accept the 2028 proposed Library Budget  
Second: Ms. Guarino  
Action: Mr. Cubie will put the budget into municipal format and present it to the Township.

CORRESPONDENCE AND GIFTS:

NONE

#### COMMITTEE REPORTS:

Board Governance Committee will work with committees in 2018 and monitor them.  
Policy and Operations will meet this evening after the Board Meeting.  
Finance Committee will approve the 2018 Budget and give it to Mr. Cubie to present to the Township.  
Personnel Committee is working with the Union on a new contract.

#### FRIENDS LIAISON:

Ms. Mingin reported that Friends' President, Jerry Sweeney met with an accident and is home recuperating.

#### DIRECTOR'S REPORT:

In addition to his written report Mr. Cubie advised the Board that the Johnson legislation was passed by the House and now needs to be voted on by the Senate for the Governor to sign before the end of the year

Mr. Cubie reported that the Ira A. Roschelle Foundation once again donated \$5,000 to the library for Summer Reading Programs in 2018.

The library also received donations for \$1,000 from local businesses and the West Orange Downtown Alliance to fund the Winter Wonderland stuffed animal program. Over 100 children were signed up to participate. The library hopes to have this program again in the spring.

BCCLS System Council Meeting on December 7, 2017 determined that there would be no pick up of materials December 26 – December 29 due to changes of the delivery system. There will be an amnesty of late fees at this time.

In response to an inquiry at the last Board Meeting, Mr. Cubie reported to the Board that when books are returned late, the home library fees apply.

For a limited time the Friends will receive a \$1 a bag from Field Greens for every person who signs up for this service. Fruit, vegetables, cheese, bread, and eggs are some of the items delivered from over sixty farms. The orders are brought here every Thursday for people to pick up. The Library does not handle any money. Everything is done online.

Mr. Cubie will document senior outreach efforts in future Director Reports.

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

NONE

#### NEW BUSINESS:

Ms. Mingin reported that she heard at a Town Council meeting that lighting needed to be replaced at the Library. Mr. Cubie told the Board that this was one of the items on our capital improvement plan.

Ms. Fahoury questioned if the Board of Trustees should pay fines on late materials. After a brief discussion it was decided that the Board pay fees that the staff pay and there will be no fines on books.

#### UNFINISHED BUSINESS:

Mr. Cubie reported that the Increase in Director's and Officer's Liability insurance has been finalized.

The new slate of officers for the Library Board of Trustees for 2018 is as follows:

President, Lisa Fahoury; Vice-President, Lisa Touzeau; Treasurer, Joseph Riopel; Secretary, Dana Nugent.

Motion: Mr. Riopel moved to accept the 2018 slate of Board of Trustee officers

Second: Ms. Mingin

Action: approved

Ms. Fahoury reported that the Committees have some changes. These will be added to a master calendar as well as the 2018 meetings scheduled for these committees. Chairs also need to be appointed and added to the calendar.

Ms. Fahoury reported that she put together questions on Board self- evaluation. Mr. Cubie will vet them and they will be released to the entire Board.

Move to Executive Session at 8:14pm to discuss personnel

Motion: Mr. Riopel

Second: Ms. Guarino

Action: approved

Second: Ms. Guarino

Action: approved

Move to adjourn Executive Session at 9:09pm

Motion: Ms. Fahoury

Second: Ms. Mingin

Action: Adjourn

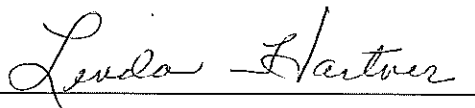
Move to adjourn at 9:10pm

Motion: Mr. Riopel

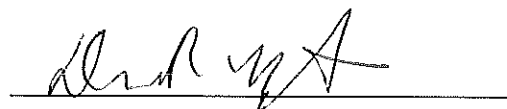
Second: Ms. Touzeau

Action: Adjourn

Respectfully submitted,



Linda Hartner, Secretary

  
~~Lisa Touzeau~~, Secretary, Board of Trustees  
Dana Nugent

