



MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 24, 2019

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 2019 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 7:07pm with a quorum of the Board. The following attended: Lisa Fahoury, Lisa Touzeau, Marge Mingin, Robin Guarino, Dana Nugent, Joe Riopel, Karen Mengden, Amy Schwarz, Victor Salama. Also attending were Dave Cubie, Library Director, and Shawna Pressley Admin. Clerk.

CITIZEN'S HEARING: NONE

Motion: Ms. Touzeau moved to accept the recommendation of the personnel committee for the director's 2018 evaluation and 2019 compensation plan.

Second: Ms. Fahoury

Action: Approved

MINUTES OF PREVIOUS MEETING:

Motion: Mr. Riopel moved to accept the minutes of the December 6, 2018 meeting with minor corrections.

Second: Ms. Touzeau

Action: Approved

FINANCE:

Mr. Cubie reviewed the Expenditures and Appropriations on the monthly Budget Report. Mr. Cubie advised that the report is only through the month of November 30th due to year end and other major bills i.e. health insurance, have not yet been received.

In response to Ms. Mingin's question in the December 6 meeting, Mr. Cubie informed Ms. Mingin that he must have made a mistake regarding the BCCLS budget and that the error may have occurred while submitting the formula.

Ms. Fahoury questioned the seminars and workshops corrections that should be made on the budget line. Mr. Cubie advised that the corrections were submitted and will be corrected in the final budget.

Mr. Cubie mentioned the line items for the budget will be edited to avoid confusion.

Ms. Mingin suggested for Mr. Cubie to asterisk overages and provide notes regarding why, so that there are less questions concerning the budget.

Mr. Cubie reported that as of November 30th the library has exceeded the revenue of the predicted \$80,000 by \$712.54.

Mr. Cubie also advised that most of the donations that are sent without a specific way to use, are all being deposited in the Chamberlin account.

Ms. Fahoury mentioned the many concerns regarding errors and the budget should be discussed with the accountant and Mr. Cubie assured he will reach out to Ms. Szozulia.

Ms. Nugent suggested that the accountant should meet with the finance committee quarterly to sort out any questions or concerns.

Motion: Mr. Riopel moved to accept the bills for the month of December

Second: Ms. Nugent

Action: Approved

Mr. Cubie introduced Jose Romero the Adult Outreach Librarian to the board. Mr. Romero expressed his passion for the position as well as his love for the library.

CORRESPONDENCE AND GIFTS:

Mr. Cubie announced that the Ira A. Roschelle MD Family foundation granted the library \$5,000 to support the 2019 Summer Reading Program.

Mr. Cubie mentioned a patron Brad sent a payment via PayPal to become a sustaining friends member.

Mr. Cubie announced we received \$50 via PayPal from patron Renee Held and Sunil & Sangeeta Badlani donated \$250 in memory of their son Nikhil Badlani.

Mr. Cubie read a letter from Arlene Gold and passed around postcards she shared of West Orange in the 1900's. The postcards will be kept in the historical NJ collection.

COMMITTEE REPORTS:

Finance: Ms. Nugent advised that via conference with Mr. Cubie the finance committee reviewed the proposed budget for 2019 and discussed any variances, issues and changes.

Ms Nugent advised that there were changes in the health insurance as well as the outside service budget reflecting staff changes.

Ms. Nugent advised that the increase in BCCLS is due to the new billing model which was previously discussed by the finance committee.

Ms Touzeau questioned why the salary went down for the year and Mr. Cubie reported that that was due to staff out on disability and that led to the increase in outside librarian services.

Ms. Schwarz asked what the electronic resources encompasses and Mr. Cubie stated that it is for databases.

Ms. Fahoury announced the final committee list/chairs and thanked the trustees for their cooperation.

Buildings and Grounds: NONE

Personnel & Labor Relations: NONE

Board Governance: NONE

Motion: Mr. Riopel moved to accept the Board Governance List
Second: Ms. Guarino
Approved

FOUNDATION: NONE

COUNCIL MEETING REPORTS: NONE

FRIENDS LIAISON:

Mr. Riopel reported that he attended the friends meeting on January 5th in which they discussed the spring book and plant sale, fundraising initiatives and planned out the meetings for the remainder of the year.

DIRECTOR'S REPORT:

Mr, Cubie reported that the West Orange Fire Department conducted a CPR Training for the staff, in which most staff attended and were certified.

Mr. Cubie asked if anybody had questions regarding the facilities as he does not have anything new to report.

Ms. Nugent inquired about all the work being suspended in the library, if this effects the major/minor projects.

Mr. Cubie explained that it depends on the municipality and the contractors and until he knows what the plan is going to be he cannot make a call on what will still be done in the library.

There was an opened discussion regarding the facility changes.

Mr. Cubie advised that BCCLS will be moving their servers on President's Day and mentioned that Ms. Sarr came up with the idea to have staff development on that day.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC. REPORT:
NONE

NEW BUSINESS:

Ms. Fahoury asked if anyone had any other questions regarding the 2019 budget. No further questions were asked.

Motion: Mr. Riopel moved to approve the 2019 Budget

Second: Ms. Touzeau

Action: Approved

UNFINISHED BUSINESS:

Ms. Fahoury mentioned that the committee list has been updated/finalized.

Ms. Fahoury announced that according to the information from the mayor the consultants for the redevelopment study have confirmed that the West Orange Library site does meet the standards for an area needed in redevelopment, with the approval of the planning board and town council.

There was an open discussion regarding the concerns of the redevelopment study.

Ms. Fahoury announced that the Bylaws should be revisited every 2 yrs for accuracy.

Ms. Fahoury suggested that the board governance committee take time to meet to go through the Bylaws to recommend updates for the board to vote on.

ADJOURNMENT:

Motion: Mr. Salama moved to adjourn at 8:35pm

Second: Ms. Schwarz

Action: Approved

Respectfully submitted,



Shawna Pressley, Secretary



Marge Mingin, Secretary, Board of Trustees