



.MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 25, 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 2018 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: Lisa Fahoury, Marge Mingin, Robin Guarino, Dana Nugent, Joe Riopel, Karen Mengden. Also attending were Dave Cubie, Library Director, and Shawna Pressley Admin. Clerk.

Karen Mengden was sworn in by the board.

CITIZEN'S HEARING: NONE

MINUTES OF PREVIOUS MEETING:

Motion: Ms. Mingin moved to accept the minutes of the September 27, 2018 meeting
Second: Ms. Nugent
Action: Approved

FINANCE:

Mr. Cubie reviewed the Expenditures and Appropriations on the monthly Budget Report for the month of October.

Mr. Cubie mentioned that we are 75% through the year and we have spent 70.03% of the budget thus far.

Ms. Mingin had a question concerning the computer hardware software budget and why we are over on our expenses. Mr. Cubie advised that we are over due to the new Firewall that was purchased.

Ms. Guarino made a suggestion to Mr. Cubie to consider the pension increase for the employer contribution when calculating the new budget for 2019.

Ms. Fahoury had a question regarding the credit card expenses in regards to the BCCLS credit. Mr. Cubie explained that we are now receiving checks from BCCLS due to the new online fine and fees system that BCCLS has established. Mr. Cubie also explained how the new BCCLS payment system works.

APPROVED



Ms. Mengden had questions regarding how the BCCLS system works for the library. Mr. Cubie and Ms. Fahoury gave Ms Mengden more insight on BCCLS and the benefits it provides to the library.

There was an open discussion about the BCCLS system.

Ms. Fahoury questioned the receipts and funds and mentioned they proposed they would make at least \$200. Mr. Cubie advised that because all booksales are now being handled by the Friends of the West Orange Public Library it should be eliminated as a line item for revenue in the budget.

Ms. Fahoury also had a concern about the computer cost line and Mr. Cubie advised that the accountant made a few mistakes on the budget and they will be corrected.

Ms. Fahoury questioned as to why we had 2 separate charges for Citrin and Cooperman and Mr. Cubie advised that the library was charged extra for the audit information that was requested.

Ms. Guarino made a suggestion to keep proper record of expenses being used regarding Mr. Cubie use of his personal debit for expensive library purchases. Mr. Cubie advised that he is reimbursed via vouchers and everything is noted and filed. Ms. Fahoury advised Dave to notify the board if at any time the purchases become a burden.

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

Second: Ms. Mingin

Action: Approved

CORRESPONDENCE AND GIFTS:

Mr. Cubie mentioned he received a wonderful staff report from a patron who complimented Jose Ramirez and Raji Krishnan for being very helpful and courteous.

COMMITTEE REPORTS:

Ms. Nugent mentioned they met to discuss the upcoming BCCLS System Council meeting. She asked Mr. Cubie how it went. Mr. Cubie informed the board that BCCLS decided to start their own delivery service and it is expected to start no later than June 30th, 2019.

Ms. Fahoury shed more light on the BCCLS delivery debacle to Ms. Mengden.

There was an opened discussion regarding BCCLS.

Ms. Fahoury mentioned that board governance will be meeting and advised if anyone on the board is interested in serving as an officer to email/call her. Ms. Fahoury also mentioned the review for Mr. Cubie will be set for the second week of November.

Ms. Mingin requested that Mr. Cubie resend the Security Camera Policy with the adoption date to all the board members.

FOUNDATION: NONE

COUNCIL MEETING REPORTS: NONE

FRIENDS LIAISON:

Ms. Mingin announced that the October book sale was a great success. She also thanked Ms. Fahoury for writing a wonderful article in The Chronicle about the huge event. Ms. Mingin reported that about 1400 books were sold and they made a little over \$2400. Ms. Mingin mentioned the comments she received were very heartwarming and she would like to thank all the volunteers and Ms. Donna Fenske and Ms. Lana Peker for all their hard work.

Ms. Mingin mentioned she would like to put together a dinner for the longevity of the Friends.

DIRECTOR'S REPORT:

Mr. Cubie announced that he and Ms. Mingin attended the Library Journal Design Institute and it was a great experience for ideas for the library.

Mr. Cubie advised the he and Ms. Mingin heard a lot of different design concepts and was able to meet with a couple of the architects.

There was an opened discussion regarding how to reach out to the community via the media ie. Facebook regarding all the fun and exciting things the library has to offer.

Ms. Fahoury thanked Ms. Mingin for making the time to attend the Institute with Mr. Cubie and suggested that other board members should consider attending a trustee institute for the experience.

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

NEW BUSINESS:

Ms. Guarino expressed her concern with the difficulty of using the copier and not being able to scan to or from her usb. Ms. Guarino advised that it was also not cost efficient enough for patrons

Mr. Cubie mentioned the printers are new and he will follow up with the company for further clarification on the whether or not the libraries coin boxes are compatible for the function.

Ms. Fahoury suggested that if the fax machine also becomes an issue for patrons that new vendors should be sought as a better alternative.

