

## **MEETING OF THE BOARD OF TRUSTEES-June 9, 2014**

### **ANNOUNCEMENT OF COMPLIANCE WITH OPML**

**CALL TO ORDER:** President Jennifer Shirk called the meeting to order at 3:33pm.

**RECORDING OF ATTENDANCE:** (Roll Call) Jennifer Shirk, Brian Broadley, Ron Denney, Dr. Connie Pritchard, Dustin Peters, Frank Donato (Mayor's Rep), Leslie Clarke, Steve Barse, Elaine Wilson(Volunteer), Jon Batastini (3:55pm). (Kathleen Taylor excused absent)

**APPROVAL OF MINUTES:** Brian Broadley moved and Dustin Peters seconded to approve the minutes from the May, 2014 meeting. All present were in favor by roll call.

**NEW BUSINESS:** A. Employee presentation by Network Administrator John Ruban was re-scheduled.

**TREASURER'S REPORT:** Treasurer Broadley reviewed current assets and liabilities of the library. There was nothing unusual to note and there were no questions.

**ACTION ON THE BILLS:** Ron Denney moved to approve and pay the bills with a second from Dr. Pritchard. All present were in favor by a roll call vote.

**PRESIDENT'S REPORT:** President Shirk reported that the annual audit is expected to be completed by the end of the month.

She continued to report on the recent library opening on Memorial Day and its results. The library was not very busy, not many families visited, and computer logons were down from normal numbers. Five (5) complaints were received regarding the fact that the library was open on Memorial Day citing it was disrespectful. She noted that no other public libraries were open on that day.

After speaking with the State Librarian concerning the Strategic Plan, Mrs. Shirk informed the board that the librarian recommended a new plan be completed every three (3) years due to the rate of changing technology. Our current plan expires in 2015. Quotes will be obtained from consultants for the July meeting.

**ACTING DIRECTOR'S REPORT:** Acting Director Leslie Clarke reported that preparations for summer have begun, including interviews for additional staffing to accommodate the large summer population and to replace staff members who are leaving. Recent programs were met with much success as the summer population grows. Because of a recent incident involving a service animal in the library, Leslie and staff members became educated of the ADA law regarding them. She also offered a review of workshops which were attended by staff members at the recent NJLA convention in Atlantic City. One workshop addressed ten (10) policies all libraries should have and, although this library does have them in place, Mrs. Clarke recommended that they be regularly revisited and revised if necessary.

**COMMUNICATIONS/CORRESPONDENCE:** There was no correspondence presented.

**FRIENDS AND VOLUNTEERS REPORT:** Elaine Wilson announced the book sale dates of June 27 and 28. She also noted the date of the Fall Luncheon of October 9 with guest speaker, Carl Bernstein. Elaine informed the Board of the Friend's intention to purchase a dedication plaque to accompany the portrait of Christopher Maloney that is currently in progress.

**BUILDING ISSUES:** A. After a brief presentation of quotes, Mr. Denney moved, with a second from Mr. Broadley, to award the tiling contract to G. Fioresi Tile & Terrazzo, Inc. All present were in favor, none opposed.

**OLD BUSINESS:** A. The most recent information that Becky Greene, Library HR, has received from the state is that she will receive the promotional announcement and packet by the end of June with it becoming open in July. An eligible/failure roster will be prepared by the state based upon acceptable applications. The Library Board will have the ability to begin interviews based upon this list. When a certified list arrives, (probably in a few weeks), an appointment will be made. If all goes according to schedule, a new Director may be appointed by the end of September.

B. There is currently legislation in limbo concerning the privacy of users where a third-party lender is involved. Mrs. Shirk has been in contact with the state library regarding the issue. After a brief discussion, it was decided that further investigation was needed on the issue and how to proceed, but that in the meantime, a disclaimer would be placed on the library's website to make patrons aware that their records might not be private if downloading an ebook or audio book.

C. The bookmobile is in the "building" phase in Germany. A committee, chaired by Fred Marcell, will be compiled to address the specific needs and established uses of the bookmobile. Various locations to park the vehicle were discussed and Frank Donato offered that the City may be able to provide indoor parking.

D. Mrs. Clarke and Mrs. Shirk met with Joe Clarke, Purchasing Agent for the City, regarding the signage. More details are needed for the preparation of the specifications for bid. Different color options for the same design of freestanding signs were studied. Hopefully, the project will be completed by September. Future budgets will need to include money for the updates and repairs to signage.

E. A change to the Patron Conduct Policy was requested at a recent department head meeting. Brian Broadley moved to amend the policy regarding the location of acceptable noise levels with a second from Jon Batastini. All present were in favor.

**PUBLIC COMMENT:** N/A.

**AUTHORIZATION TO ENTER CLOSED SESSION TO DISCUSS CONTRACT NEGOTIATIONS OF THE FULL-TIME CWA UNION EMPLOYEES.** Jon Batastini moved to enter the session with a second from Mr. Denney where action may or may not be taken. All present were in favor. Mr. Batastini moved to exit executive session and re-enter regular session. The motion was seconded by Jennifer Shirk and all present were in favor.

There was no action taken.

Jennifer Shirk moved to end the meeting at 4:34pm with a second from Dr. Pritchard. All present were in favor.