

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

February 13, 2018

A. **Roll Call**

- President Marion Fleischner called the meeting to order at 6:07PM and began the meeting by initiating roll. Present were Mauro Magarelli - Library Director; Joanne Onorevole - Treasurer, Steven Bedell – Vice President, Drew Van Dam – Member at Large, and Peter Hughes - Superintendent’s Alternate. Absent were Megan Tava- Mayor’s Alternate, Diane Lapsley - Secretary, and Rhonda Cohen – Business Manager

B. **Compliance with Open Meetings Act**

- The meeting is being held in compliance with the *Open Public Meetings Act*. Notice has been sent to the newspapers (Daily Record and Mt. Olive Chronicle), the Township Clerk and is posted in the Township Library.

C. **Public Comments:** None

D. **Agenda Review**

- Public request for items to be on the agenda: None.
- Board request for items to be added to agenda: None

E. **Approval of Minutes**

- A motion to approve the minutes for the January 16, 2018 Reorganizational Meeting for the Library’s Board of Trustee was made by Drew Van Dam and seconded by Steve Bedell. **Motion approved unanimously.**
- A **motion to approve** the minutes for the January 16, 2018 Regular Monthly meeting for the Library’s Board of Trustee was made by Steve Bedell and seconded by Marion Fleischner. **Motion approved unanimously.**

F. **President’s Report**

- The President handed out to each present Board Member a copy of the rough draft for the Capital Improvement and Projected Advancements Plan that she created. This plan encompasses improvements/advancements for January 2018 – June 2019. The President requested that each Board Member review the rough draft, make recommendations for additions/deletions/corrections, and discuss within pertinent committees.
- The President asked that the committees as well as individual Board Members reviews of this plan take place before the March 2018 Monthly Meeting.
- The President reminded the Board that April is Library month and that we need to acknowledge this special month.
- A motion to approve \$200.00 for a lunch/dinner of sandwiches, salads, and desserts (to cover all shifts) to be given in honor of Library Month for the staff on a designated day was made by Joanne Onorevole and seconded by Steven Bedell. **Motion approved unanimously.**
- The President also mentioned to the Board that an Open House would be planned in the late spring once the Conference/Board Room has been completed to demonstrate to the public the Library’s accomplishments.

G. **Action on Bills**

February 2018:

- Treasurer J. Onorevole informed the Board that she had reviewed the bills and everything appeared to balance.
- 2018 Encumbered: **A motion to approve** was made by S. Bedell and was seconded by Peter Hughes. **Motion approved unanimously.**
- **A motion to approve** the Capital Improvements List was made by Joanne Onorevole and seconded by Steve Bedell. **Motion approved unanimously.**
- **A motion to approve** the action on the February 2018 bills was made Joanne Onorevole and seconded by S. Bedell. **Motion approved unanimously.**

## H. **Financial Reports**

### February 2018:

- A **motion to approve the financial report** was made by Steve Bedell and was seconded by Joanne Onorevole. **Motion approved unanimously.**

## I. **Library Director's Report**

- The Director informed the Board that he and Treasurer Joanne Onorevole attended the budget council meeting on January 27, 2018 and that the Mayor and the council stated they were pleased with how the Library is operating and they would grant the Library additional funding for 2018.
- For Building and Grounds the following has taken place: Edison H & C repaired a faulty idle RTU 8, opened a damper to allow air movement, and began an equipment survey. New LED lights installed in Board Room. PAQ Home Improvement reviewed roof as to a leak in staff room but needed to return when actually raining.
- The Library will acquire a new phone system via Verizon. A final proposal is in the process of being drafted for this purchase.
- MAIN and the Freeholders could not formulate an agreement at this time.
- A new part-time Children's Library Assistant has been hired. This staff member is MLS degreed and has years of experience.
- The Library Director and the Youth Services Librarian have attended Professional Development meetings via MAIN and MAY.

## J. **Committee Reports**

### 1. Personnel/Staffing:

- This committee met on Thursday, January 25<sup>th</sup> along with the Library Director. We discussed the hiring of the Part Time Children's Librarian and possible Professional Development attendance at various programs.

### 2. Finance and Budget:

- Discussion of the Finance and Budget Committee meeting with the Building and Grounds Committee and then the Technology Committee to review, discuss, and revise the Capital Improvement/Projected Advancement Rough Draft Plan. Chairpersons of the various committees will discuss dates.

### 3. Policy: Needs to meet to create policy for upcoming Business Center

### 4. Buildings/Grounds: see Finance and Budget

### 5. Technology: see Finance and Budget and this committee needs to meet with the Library Director to discuss wish list that will be created by staff members.

### 6. Fundraising/Grants: none

### 7. Negotiations:none

### 8. Professional Development: Please see Library Director's portion of the minutes.

## K. **Friends of the Library**

- N/A

## L **New Business:**

- A **motion to reject** the request of a Bone Marrow Transplant Group to use the Library for purposes of soliciting possible donors was made by Steve Bedell and seconded by Peter Hughes. **Motion approved unanimously.**

**M. Unfinished Business/Action Items:**

- The President, on behalf of the entire Board, will write a thank you note to Township Employee John Geiger for his unerring assistance and guidance toward the Library.

**N. Public Comments: None**

**O. Board Comments: None**

**P. Adjournment**

- A **motion to adjourn** the meeting was made by Drew Van Dam and was seconded by Marion Fleischner. **Motion approved unanimously.**
- Meeting adjourned at 7:16 PM.
- **PLEASE NOTE TIME CHANGE OF MONTHLY MEETINGS:** The next meeting is scheduled for Tuesday, March 13, 2018 at 6:00 PM.

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Marion Fleischner, President                      Date:

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Diane Lapsley, Secretary                      Date:  
Recorded by Marion Fleischner