

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

July 10, 2018

A. Roll Call

- President Marion Fleischner called the meeting to order at 6:03PM and began the meeting by initiating roll. Present were Marion Fleischner – President, Joanne Onorevole- Treasurer, Meghan Tava- Mayor’s Alternate, and Mauro Magarelli –Library Director. Absent were Steve Bedell – Vice-President, Diane Lapsley – Secretary, Drew VanDam – Trustee, and Rhonda Cohen – Business Manager. Since Newly appointed Superintendent’s Alternate Sandra Duffy had not taken the oath of office, she was not present. Since only six members of the Board are presently voting members, a quorum was met.

B. Compliance with Open Meetings Act

- This 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

- Board request for items to be added to agenda: A motion to go into private session at the beginning of Committee Reports was made by M. Fleischner and seconded by M. Tava. **Motion approved unanimously.**

E. Approval of Minutes

- A **motion to approve** the minutes for the June 12, 2018 Trustee monthly meeting was made by M. Fleischner and seconded by J. Onorevole. **Motion approved unanimously.**

F. President’s Report

- President Fleischner referred her report to the Library Director’s portion of the meeting.

G. Action on Bills

- July 2018:
- A recommendation was made that a copy of the monthly statement concerning expenditures for the P&C credit card and a monthly statement concerning expenditures from Staples be stapled to the monthly bills report.
- A **motion to approve** was made by J. Onorevole and was seconded by M. Tava. **Motion approved unanimously.**

H. Financial Reports

- July 2018:
- Make the typographical correction
- Recommendations were made to enhance the clarity of certain line items, which will be addressed with the Business Manager
- A **motion to approve with the corrected reconciliation in the miscellaneous line** was made by J. Onorevole and was seconded by M. Fleischner. **Motion approved unanimously.**

I. Library Director's Report

- The Library Director reported that according to *Skyline Risk Management*, the deductible under the Library's Joint Insurance Fund Policy agreement is \$1,250.00.
- The Director reported that the Gathering Room of the Library may potentially be used as a voting center for the upcoming November 2018 Election.
- Concerning Building and Grounds, the table for the upcoming career room has been installed; seasonal maintenance was conducting by Edison Heating and Cooling, and then a service call to Edison Heating and Cooling was made with a repair pending.
- For Technology the MAIN IT specialist conducted its annual Network Survey and assigned specific ports for the installation of the new phone system.
- Additional security cameras were installed per the approved Capital Improvements Plan.
- Auditors from Nivisoccia came for its annual visit/audit.
- Children's programming continues to have a very strong participation and checkouts has improved from previous years.
- The Children's Summer Reading Program and the Adult Summer Reading Programs have been heavily attended and have received positive reviews.

J. Committee Reports

- A motion to go into private session at 6:15 PM to discuss possible personnel issues was made by M. Fleischner and seconded by M Tava. **Motion approved unanimously.**
- A motion to come back into public session at 6:30PM was made by M. Tava and seconded by J. Onorevole. **Motion approved unanimously.**
- Personnel/Staffing: None
- Finance: None
- Policies:
 - The Library Director requested that the Policy Committee meet to discuss revisions, edits, and coordination of three policies: *Patron Code of Conduct*, *Unattended Children*, and *Photography and Filming*. After some discussion with staff, it has been noted that these policies do not meet the present needs of the Library.
- Buildings/Grounds:
 - **A motion to accept and to approve 2018-07 Resolution to Authorize Repairs on the Roof was made by M. Fleischner and seconded by J. Onorevole. Motion approved unanimously.**
- Technology:
 - The Library Director requested that this committee meet to discuss the branding and the website that are currently in revision and updating.
- Grants/Fundraising: None
- Negotiation: None
- Professional Development: The Library Director has attended two vital MAIN Board of Director's meetings.

K. Friends Report

- President Bette Peters and Treasurer Suzan Preston were given a resounding appreciation dessert send off.
- The Friends have elected a new slate of Officers for its Board of Directors.

L. New Business:

M. Unfinished Business/Action Items: None

N. Public/ Board Comments: None

O. Adjournment

- A **motion to adjourn** the meeting was made by J. Onorevole and seconded by M. Fleischner.
Motion approved unanimously.
- Meeting adjourned at 7:53 PM.

Marion Fleischner, President

Date:

Diane Lapsley, Secretary

Date: