

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

March 12, 2019

A. **Roll Call**

- President Marion Fleischner called the meeting to order at 6:32 PM and began the meeting by initiating roll. Present were Mauro Magarelli - Library Director; Joanne Onorevole - Treasurer, Drew Van Dam – Member at Large, Sandra Duffy - Superintendent’s Alternate, Megan Tava- Mayor’s Alternate (15 minutes late), and Rhonda Cohen – Business Manager. Absent were Diane Lapsley – Secretary and Steven Bedell – Vice President.

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 15, 2019 Reorganizational Meeting for the Library’s Board of Trustee was made by S. Duffy and seconded by D. VanDam. **Motion approved unanimously.**
- **A motion to approve** the minutes for the January 15, 2019 Regular Monthly meeting for the Library’s Board of Trustee was made by D. VanDam and seconded by S. Duffy. **Motion approved unanimously.**
- **NOTE:** No minutes for February 2019’s meeting, as it was postponed twice as a result of inclement weather; therefore, the Board chose to wait until the March 12, 2019 meeting.

F. **President’s Report**

- The President explained that the Open House date should be changed to a Sunday afternoon so that more people can attend. Upon Board members reviewing calendar dates, it was agreed that the new date for the Open House should be booked for Sunday, June 2, 2019 from noon – 4pm, the regular Sunday hours of the library.
- The President stipulated that she would create a written invitation for this Open House to send out and that the invitation would be placed on the website and in newspapers, etc.
- **A motion to approve** the expenditure of up to \$500 for refreshments at the Sunday, June 2, 2019 Open House was made by D. VanDam and seconded by S. Duffy. **Motion approved unanimously.**
- The President will confer with the Library Director and Business Manager for catering services for this event.

G. **Action on Bills**

March 2019:

- **A motion to approve the February 2019 Encumbered List** was made by J. Onorevole and was seconded by D. VanDam. **Motion approved unanimously.**
- **A motion to approve the February Capital Improvements Bill List** was made by D. VanDam and seconded by M. Fleischner. **Motion approved unanimously.**
- **A motion to approve the February Bills List** was made M. Fleischner and seconded by S. Duffy. **Motion approved with one abstention.**
- **A motion to approve the March Capital Improvements Bill List** was made by D. VanDam and seconded by J. Onorevole. **Motion approved unanimously.**
- **A motion to approve the March Bills List** was made by J. Onorevole and was seconded by D. VanDam. **Motion approved unanimously.**

H. **Financial Reports**

March 2019:

- A **motion to approve the February 2019 financial report** was made by J. Onorevole and was seconded by D. VanDam. **Motion approved unanimously.**
- A **motion to approve the March 2019 financial report** was made by J. Onorevole and was seconded by D. VanDam. **Motion approved unanimously.**

I. **Library Director's Report**

- **Communications:** An explanation of the new minimum wage law for NJ was presented; J. Onorevole and the Library Director presented the Library's budget to the town council, and the Library will be a designated polling place for Districts 14 & 15 for the June 4, 2019 Primary Election and the November 5, 2019 general election.
- **Building and Grounds:** completed heating and cooling maintenance on entire system, as a result of aging units and leaks; career room laptop lock installed; and the front door has been repaired.
- **Technology:** the new website went live in January and has continued to be a work in progress. MAIN's Digital Service committee has now merged with the Technology Committee of which our Library Director is a co-chair.
- **State of the Library Report 2018:** has been submitted – noting that the Library spent more on personnel than on materials in 2018 as compared to 2017; digital content was more than 9% of our total circulation; our Library is more a net borrow than a net lender, and our Children's material account for 39% of our total circulation.
- **MISC:** Library Link did send a letter acknowledging the resolution that Mt. Olive and other libraries passed earlier this year. LibraryLinkNJ Executive Board voted to keep LibraryLinkNJ open into 2020. Also, the library was recommended place for donations within the obituary of a local resident.

J. **Committee Reports**

1. **Personnel/Staffing:** none
2. **Finance and Budget:** none
3. **Policy:** none
4. **Buildings/Grounds:** See Director's Report
5. **Technology:**
 - Mr. Christopher Tava has agreed to meet with the Children's Librarian to potentially set up regular workshops for students who want to learn coding. Mr. Tava has consented to instruct the students in this process.
 - See Director's Report for further technology information
6. **Fundraising/Grants:** none
7. **Negotiations:** none
8. **Professional Development:** The Library Director attended a marketing meeting at the Montville Library, a MAIN membership/Board meeting at MAIN HQ's and one at Parsippany Library, two MAIN DS/MAIN committee meetings at MCL, a Director's meeting at Roxbury Library; The Children's Librarian attended a MAYs meeting, and the Supervisor of the Circulation attended a circulation meeting at MAIN HQ's.

K. **The Friends of the Library:**

- **The Friends** continue its efforts to recruit new members.
- The next donation day will be April 6th and the next sale date will be May 4th.
- **The Friends** have contributed money for the Hotspot programs and have promised funds to renew the Morris Museum and the Intrepid Museum passes.

L. **New Business:**

- A request was made to the Superintendent's Alternate to speak to the high school's art teachers about the possibility of having student work for the career room donated annually.

- A suggestion was made that the Library Director might want to contact the professor from Kean University to see if students were willing to create designs for a reconfiguration of the teen area.

M. **Unfinished Business/Action Items:** none

N. **Public Comments:** None

O. **Board Comments:**

A huge thank you goes out to S. Duffy for working diligently with the Library Director in contacting the right source within the high school to have high school students potentially work on designing new library cards during the Spring Semester and for working with the high school’s AP Art teacher to have student art work displayed throughout the Library, especially for our Open House and that these displays become an integral part of the Library on a regular basis.

P. **Adjournment**

- A **motion to adjourn** the meeting was made by D. VanDam and was seconded by J. Onorevole. **Motion approved unanimously.**
- Meeting adjourned at 7:44 PM.
- The next meeting is scheduled for Tuesday, April 9, 2019 at 6:30PM.

Marion Fleischner, President Date:

Diane Lapsley, Secretary Date:
 Recorded by Marion Fleischner