

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

July 16, 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; Steven Bedell – Vice President; Joanne Onorevole – Treasurer, and Rhonda Cohen – Business Manager. Absent were Megan Tava- Mayor’s Alternate, Drew Van Dam – Member at Large, Sandra Duffy - Superintendent’s Alternate.

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:** One member of the public was present for the meeting to learn about a non-political organized meeting.

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 May 14, 2019 Regular Monthly Meeting for the Library’s Board of Trustee** was made by J. Onorevole and seconded by M. Fleischner. **Motion approved with one abstention.**
- **A motion to approve the June 11, 2019 Regular Monthly Meeting for the Library’s Board of Trustee** was made by S. Bedell and seconded by M. Fleischner. **Motion approved with one abstention.**
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F. **President’s Report**

- Stated that it is that time of year of complete the Professional Development hours and that she would send out to each member what he/she has to complete, the directions, and the time frames.
- Will refer to items in the Director’s Report.

G. **Action on Bills**

July 2019:

- **A motion to approve the July Bills List** was made J. Onorevole and seconded by S. Bedell. **Motion approved unanimously.**

H. **Financial Reports**

July 2019:

- **A motion to approve the July 2019 Financial Report** was made by J. Onorevole and seconded by S. Bedell. **Motion approved unanimously.**

I. **Library Director’s Report**

- **Communications:**

- The Library Director received a thank you note from one of this year’s winners of the MOS Susan Walborn award.
- The Library Director received the recently released guidelines for the NJ Library Construction Bond Act to which he explained all the facets.
- Via social media and email the Summer Reading Programs, especially for the youth, have produced several complimentary comments

- **Building and Grounds:**
 - An Eagle Scout plans to prepare a proposal to revamp the entrance sign areas to present first to the Eagle Scout Board and then to the Board of Trustees.
 - The Library Director has received a quote to wash the interior and the exterior of the Library's windows, but first the windows must be fixed.
 - **Septic Grinder failure:** on July 5th a patron heard the Septic Alarm going off, so a tech was called to assess the situation. The Library has two "grinder" pumps that push waste uphill toward the township sewer system. The first pump was completely seized and needed to be replaced immediately. The second pump will be replaced within the next two months.
- **Technology:**
 - **A motion to purchase 6 (six) more chairs for the Career Room** was made by M. Fleischner and seconded by S. Bedell. Motion approved unanimously.
 - Carpet replacement with the tech room area has been scheduled for August 11, 2019, as the Library is closed that day.
 - 5 (five) additional ballast lights will be replaced by LED lighting tentatively on July 21st, as the Library is closed on that day.
- **M.A.I.N:** The Digitech Committee will meet at the Mount Olive Public Library to create guidelines on how to purchase eBooks and eAudiobooks for Cloud Library.
- **Financial:**
- **Library Cards:** The Board of Trustees agreed to maintain the replacement cost of a lost library card at \$3 for the present time and will reevaluate at a later time, as the creation and the purchase of new Library cards are in the works.
- **MISC:** The Library Director has a meeting scheduled for July 17th with the Document Solutions Company with respect to the Library's current contract with this company and the need with regard to a renewal.

J. Committee Reports

1. **Personnel/Staffing:**
 - The President informed the Board that a meeting will occur in August to complete the annual evaluation of the Library Director.
 - Over the past two months two positions were vacated and were replaced by floaters. The floater program continues to ensure emergency coverage but also allows for quick action on open positions.
2. **Finance and Budget:**
 - **A motion to increase the petty cash amount to \$1200 effective August 1, 2019** was made by M. Fleischner and seconded by S. Bedell. **Motion approved unanimously.**
 - A chip reader has been purchased to assist with fines, etc. paid via credit/debit card, which has made a difference.
3. **Policy:** none
4. **Buildings/Grounds:** See Library Director's Report
5. **Technology:** See Library Director's Report
6. **Fundraising/Grants:** none
7. **Negotiations:** none
8. **Professional Development:**

The Library Director attended the following meetings: Large Libraries on 6/12 in Parsippany; the M.A.I.N. Board meeting on 6/13 in Riverdale, and the M.A.I.N. meeting on 7/11 at the M.A.I.N. Headquarters.

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

The Friends annual membership meeting took place on Wednesday, July 10, 2019 and was heavily attended. At this meeting, a question arose about insurance coverage, which the Library Director and the Board's Treasurer are researching.

L. **New Business:** The auditors for the Library are in the process of completing their research and the designated audit. The Library awaits the auditors final report.

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

N. **Public Comments:** None

O. **Board Comments:**

- The President thanked the public person for coming and hoped that he returned.
- **A motion to cancel the August 13, 2019 Library monthly meeting** was made by S. Bedell and seconded by J. Onorevole. Motion passed unanimously.

P. **Adjournment**

- **A motion to adjourn** the meeting was made by M. Fleischner and was seconded by S. Bedell. **Motion approved unanimously.**
- Meeting adjourned at 7:52 PM.
- The next meeting is scheduled for Tuesday, September, 10, 2019 at 6:30PM.

Marion Fleischner, President Date:

Recorded by Marion Fleischner Date: