

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

October 15, 2019

A. **Roll Call**

- President Marion Fleischner called the meeting to order at 6:31 PM and began the meeting by initiating roll. Present were Mauro Magarelli - Library Director; Rhonda Cohen – Business Manager; Steven Bedell – Vice President; Joanne Onorevole – Treasurer; Beth Blakey – Secretary; Megan Tava – Mayor’s Alternate; and Drew Van Dam – Member at Large. Absent was 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**

- **Friends of the Mount Olive Public Library**

- The Friends of the Mount Olive Public Library’s President came to this meeting to give information on upcoming events and to make a presentation of what the friends have approved for the Library. The Friends have approved \$3K to be used at the Library’s discretion toward items on the wish list that was submitted by The Library Director to the Friends at their last meeting. In addition, the renewal of two museum passes was approved.
- Planning is underway for Library-Con event scheduled for April 25, 2020. The event will include a tricky tray fundraiser. *The Friends* organization will begin soliciting sponsors for the event in December/January, and advertising for the event will start after the New Year.

D. **Agenda Review**

E. **Approval of Minutes**

- **A motion to approve the September 10, 2019 Regular Monthly Meeting for the Library’s Board of Trustee** was made by S. Bedell and seconded by D. Van Dam. **Motion approved unanimously.**

F. **President’s Report**

- President will defer to committee and Director’s report

G. **Action on Bills**

September 2019:

- **A motion to approve the September Bills List** was made J. Onorevole and seconded by D. Van Dam. **Motion approved unanimously.**

H. **Financial Reports**

September 2019:

- An income line will be added to future financial reports to track credit card cash rewards
- Chip reader credit card device is advantageous
- MOPL fax service doing well. The importance of offering this service was noted due to closing of local Staples stores in Budd Lake (a few years ago) and Chester (this summer).
- The remaining \$82.20 in Ann Baker fund, as well as \$517.80 from the Ted Agar fund will be allocated for the cost of the Library’s upcoming Magic of Amore Program. The Director and Business Manager gave approval to utilize the remaining funds in the Ted Agar fund effectively.
- Trustees requested that additional purchases of best-selling titles in both hard copy and digital be made
- **A motion to approve the October 2019 Financial Report** was made by D. Van Dam and seconded by B. Blakey. **Motion approved unanimously.**

I. **Library Director's Report**

- **Communications:**
 - Budget meetings are scheduled on 11/13 at 10:15 am at the Mayor's office and at the 1/25/20 Council meeting at 12:15 pm
 - The state of NJ posted the equalized valuations for 2020 which is used to determine our 1/3 mil funding. MOPL will receive an increase of approximately 2%.

- **Building and Grounds:**
 - Septic Grinder
 - The 2nd pump was repaired on 9/11.
 - Four minor items noted in fire inspection report and either have been or will be immediately rectified.
 - On 9/25, All Seasons General Contracting finished repair of water damaged woodwork under the large window and also under the front entrance. The expense for this project was paid directly to the vendor by the township.
 - Window washing to be scheduled (pending)
 - On 10/3, a roof leak appeared above the ready reference stacks. This section of the roof has not been repaired during M. Magarelli's tenure as Director. The roofer was called to do some basic repairs. No further leaks have been reported. Library Director will continue to monitor the situation.

- **New Scout Project**
 - Work has begun on reforming the stonework around the entrance sign, with thanks to Tejas Panigrahi

- **Copier Contract**
 - Proposals offered by Document Solutions will include color copier for the children's department and for patrons (currently only one color copier in the admin office). The Board directed the Library Director to approve a 60-month lease option with the possibility of early renegotiations.

- **Technology**
 - Replacing Windows 7 computers as part of technology cycling program, as Windows 7 will soon no longer be supported by Microsoft.
 - We currently have two AWE computers in the children's room with one nearing end of useful life. Library Director has approved the purchase of a new one and will seek the funds to purchase another one.

- **MAIN**
 - MAIN assessment costs for 2020- increase of \$621.30 (increase of 1.9311 across the board)
 - On 9/19 the MAIN's Systems Librarian visited our Tech Processing Department to assist with the new catalog changes coming in 2020.
 - Major Polaris upgrade scheduled over the New Year's holiday.

- **Friends**
 - The Grounds for Sculpture has ended its library pass program, effective immediately. All passes will be honored until they expire. Our pass expires in January 2020.
 - Library Director presented Friends with end-of-year wish list for possible funding.

- **Old Business**
 - New library cards and key cards have arrived. They feature the Library's new logo and come in three colors.
 - Library Director continues to be part of BOH Health Coalition Committee

- **Personnel**
 - The Library hired a new person as page for the adult services department

- The Library hired a new person as library assistant for the children's department
- **Professional Development:**
 - Library Director attended MAIN board meeting at the Rockaway Township Library
 - Library Director attended the Director's meeting at MCL
 - Library Director attended the Digitech Committee meeting at MCL
 - Library Director attended the MAIN board meeting at the Roxbury Library
 - The Circulation Supervisor and a circulation employee attended the Circulation/Jersey Cat Meeting at MCL

J. Committee Reports

1. **Personnel/Staffing:** none
2. **Finance and Budget:** none
3. **Policy:** none
4. **Buildings/Grounds:** See Library Director's Report
5. **Technology:** none
6. **Fundraising/Grants:** none
7. **Negotiations:** none
8. **Professional Development:** See Library Director's Report

K. The Friends of the Library:

- No additional comments

L. New Business: none

M. Unfinished Business/Action Items: none

N. Board Comments: none

O. Adjournment

- A **motion to adjourn** the meeting was made by B. Blakey and was seconded by M. Fleischner. **Motion approved unanimously.**
- Meeting adjourned at 7:58 PM.
- The next meeting is scheduled for Tuesday, November 19, 2019 at 6:30PM.

Marion Fleischner, President Date:

Beth Blakey, Secretary Date: