

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

January 14, 2020

A. **Roll Call**

- President Marion Fleischner called the meeting to order at 6:34 PM and began the meeting by initiating roll. Present were Mauro Magarelli - Library Director; Joanne Onorevole – Vice President, Drew VanDam - Treasurer, Matthew Robinson - Superintendent’s Alternate, Meghan Tava- Mayor’s Alternate, and Rhonda Cohen – Business Manager. Absent was Beth Blakey – Secretary.

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 December 10, 2019 Regular Monthly meeting for the Library’s Board of Trustee with one correction was made by J. Onorevole and seconded by M. Fleischner. **Motion approved with one abstention.**

F. **President’s Report**

- The President requested that each Board Member review his/her information on the Board Information Sheet and make, if necessary, any corrections so that it can be sent to the Town Clerk’s Office.
- The President thanked every Board Member for his/her diligence and commitment to the Library over the past year and looks forward to an even more productive in 2020.
- The President thanked the Library Director for his dedication and his commitment to the Mount Olive Free Public Library and for his diligence in creating change within the library structurally, technologically, and for patron usage.

G. **Action on Bills**

January 2020:

- The Ann Baker line item has been removed as it has all been spent.
- The donation line item was explained along with the fact the office supplies has increased. Furthermore, a discussion of the placement for the credit card points, and a review by the Finance Committee to refine the list was encouraged.
- **A motion to approve the January 2019 Encumbered List** was made by J. Onorevole and was seconded by D. VanDam. **Motion approved unanimously.**
- **A motion to approve the January 2019 Bills List** was made by J. Onorevole and was seconded by D. VanDam **Motion approved with one abstention.**

H. **Financial Reports**

January 2020:

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

I. **Library Director’s Report**

- **Communications:** The NJ Library State Survey Report must be submitted by March 15, 2020. **Building and Grounds:**

- Work on the ADA Compliant doors is expected to begin around the second week of January. A plaque will be ordered to commemorate the donated funds.
- A ton of calcium chloride has been received and placed in the basement for this year's winter snow.
- Door access and Burglar Alarm Panel Assessment – still waiting on proposals; complaints about stone façade; new leak in roof is being monitored.
- Some repairs on HVAC have been completed, while others are still needed.
- **Technology:** side lot camera has been repaired
- **M.A.I.N.:**
  - Need to sign membership agreement; server switch scheduled for New Year's holiday went accordingly with a few hiccups.
  - New offerings via M.A.I.N. for 2020: Consumer Reports online, expanded digital magazine titles (3000+), expanded comic book titles (1500+), Mometrix test prep coming soon.
  - Circulation and Stats for December currently unavailable as a result of server switch.
- **Programing:** Requests for more programing, i.e. cell phone tutorials, genealogy, etc. are all either in the works or presently available.

## J. Committee Reports

### 1. *Personnel/Staffing:*

- **A motion to go into private session** to discuss personnel/staffing was made by M. Fleischner and seconded by M. Tava. **Motion approved unanimously.**
- **A motion to return to public session** was made by M. Fleischner and seconded by M. Tava. **Motion approved unanimously.**
- Upon return from private session, the Board made the following motion:
  - **A motion to offer the Library Director a three-year contract** was made by M. Tava and seconded by J. Onorevole. **Motion approved unanimously.**
- Two members of the Personnel Committee met on December 31, 2019 to discuss maintenance personnel, personnel issues, and the possibility of a Teen Center. These members brought their ideas/discussions to the Board.

### 2. Finance and Budget:

- The meeting w/Town Council is set for Saturday, January 25, 2020 at 12:15 pm. The Treasurer of the Board of Trustees will accompany the Library Director.
- The Business Manager will look into the retirement benefits for further clarification.

### 3. *Policy:* none

### 4. *Buildings/Grounds:* See Director's Report

### 5. *Technology:* See Director's Report

### 6. *Fundraising/Grants:* none

### 7. *Negotiations:*

- **A motion to go into private session** to discuss negotiations was made by M. Fleischner and seconded by J. Onorevole. **Motion approved unanimously.**
- **A motion to return to public session** was made by M. Fleischner and seconded by J. Onorevole. **Motion approved unanimously.**
- **No motions/vote needed.**

### 8. *Professional Development:* The Library Director attended a M.A.I.N. Board Meeting and a Digitech Committee Meeting.

K. **Friends of the Library:** Two new museum passes will be sponsored by the *Friends:* Guggenheim and the Brooklyn Botanical Garden, which replaces the Ground for Sculpture pass.

L. **New Business:** none

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

N. **Public Comments:** None

O. **Board Comments:** None

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 8:21 PM.
- The next meeting is scheduled for Tuesday, February 11, 2020 at 6:30PM.

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Marion Fleischner, President

Date:

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Beth Blakey, Secretary

Date:

Recorded by Marion Fleischner