LINDEN FREE PUBLIC LIBRARY
31 EAST HENRY STREET
LINDEN, NEW JERSEY
BOARD MEETING
BERNICE BEDRICK ROOM
MAY 19, 2014

In the absence of Secretary Joan Konrad, President Wilverding appointed Doris Matey Acting Secretary.

OPEN PUBLIC MEETINGS LAW
The notice requirements of the Open Public Meetings Law have been satisfied in that a "48-hour" notice has been transmitted to THE LOCAL SOURCE, HOME NEWS TRIBUNE, STAR LEDGER, City Clerk, posted at City Hall and in the Library.

FLAG SALUTE

ROLL CALL
PRESENT:
Robert Ayres
Joanna Colucci
Marilyn Coplan
Doris Henel
Doris Matey

Diane Wilverding

ALSO PRESENT:
Dennis Purves
Mary Purves
Luray Rusnock
Jack Sheehy

ABSENT:
Mayor Richard Gerbounka (meeting)
Joan Konrad (ill)
Antoinette Modrak
Dr. Danny Robertozzi (meeting)
Barbara Zamora (ill)
MINUTES
On a motion by Diane Wilverding, seconded by Joanna Colucci and passed, approving the minutes as revised of the April 28, 2014 meeting as prepared and ordered filed. (Revise minutes on Page 2 from "President Wilverding commended Maintenance Man Tony Czylek for working on the front of the Library so quickly and diligently." To President Wilverding commended Maintenance Man Tony Czylek for working on the front of the Library.")

CORRESPONDENCE
President Wilverding reported on the correspondence received from the New Jersey Library Trustee Association.

Information for the 2014 Financial Disclosure Statements Filing Information to be completed by Trustees and Director.

New Jersey Blood Services thank you for hosting a blood drive on Monday, April 21, 2014.

TREASURER’S REPORT & FINANCE COMMITTEE
ROBERT AYRES, TREASURER:
(1) Requesting approval to file the Treasurer’s Report as prepared.
(2) Requesting approval to authorize the payment of bills for the period of April 29, 2014 through May 19, 2014 in the amount of $23,667.07.

Mr. Ayres reported the 2014 budget will be postponed till next month. Hopefully, we will have enough money to get us through this year.

However, he anticipates a problem with the budget for next year.

Mr. Ayres stated he prefers using the terminology of “cushion fund” instead of “slush fund”.

Mrs. Matey asked if we can increase the amount of money the employees pay for their health benefits. Mrs. Coplan responded it depends on what the city does.

This can be discussed at next month’s meeting. The Board needs to address this issue so we can approach it proactively. We only have $40,000 in the book budget.
BUILDINGS & GROUNDS
DIANE WILVERDING, CHAIRPERSON:

President Wilverding introduced guest speaker Jack Sheehy, Chairman of the Shade Tree Commission.

Mr. Sheehy reported he is trying to communicate with ASPEN Tree service to get the issue of the damaged sprinkler system resolved. He would like to get the bills and see if the Law Department can work it out.

Mr. Sheehy requested the copies of the bills so he could pursue the reimbursement.

President Wilverding stated she appreciated Mr. Sheehy attending our meeting and working to resolve this issue.

From this date on, we will maintain what we have. The landscaper, ASPEN will not dig up any additional work at the Library. A letter was sent to the Shade Tree Commission informing them of these actions.

President Wilverding reported we need to go back to the original idea of volunteers working on the landscaping. We need mulch.

Mr. Ayres volunteered to pick up and purchase some mulch.

President Wilverding asked that Maintenance worker Tony Czylek put some mulch down after they weed the bed by the back door.

Since we only have two (2) maintenance men, our men can't handle it by themselves.

Mrs. Colucci recommended contacting the ROTC for assistance.

Mr. Ayres stated he is willing to come and supervise the cadets.

Mrs. Henel recommended requesting the Friends of the Library start a garden club.

This concept will be investigated.
The Board discussed the ordinance which was passed by City Council directing the police to tow vehicles that are left on the library property over night. It was reported that the city printed the same signs that we have installed at the Library. The Director will notify the city of the appropriate language for towing of vehicles that are left overnight. It is anticipated that it shouldn’t take too much longer for the signage.

PERSONNEL COMMITTEE
Doris Henel, Chairperson:

Reported all business was relative to the evaluations of the Director, Administrative Clerk and Account Clerk were done at her home. She didn’t take care of the actual evaluations. She expressed gratitude to the members of the Committee and hopes the future will be better.

On a motion by Doris Matey, seconded by Joanna Colucci and passed the Board went into executive session at 7:10 p.m. to discuss personnel.

On a motion by Marilyn Coplan, seconded by Doris Matey and passed, the meeting reopened at 7:30 p.m.

Mrs. Coplan reported the Personnel Committee and Director interviewed potential candidates for the part time clerical position.

On a motion by Marilyn Coplan, seconded by Doris Matey and passed, hiring Theresa Villani as a part time Library Assistant effective June 1, 2014 at prevailing rate.

ABSTAIN: Joanna Colucci

President Wilverding reported the Director needs to prepare a long range plan for the Library.

FUND RAISING
Doris Matey, Chairperson:

The Friends spent the afternoon at Pathmark encouraging shoppers to register their Pathmark card with eScript. We signed up approximately 50 people that afternoon, which has the potential of raising $2,000 a year for the Friends every time they shop.
Tuesday, April 29th – Lord and Taylor, located in Westfield, is holding their annual Go Spring fundraiser. Carol Hohl has been selling the passes to the event. All passes allow the shopper a discount, on all their purchases made that day, at the Westfield store only.

Saturday, May 31st – Flea Market fundraiser. (Rain date Sunday, June 1st) School 1 parking lot. Spaces are being sold for $10. Bring your own table and sell your own merchandise. The Friends are also accepting donations of merchandise to sell. Sorry, no clothing. 8:00 a.m. set-up and 9:00 a.m. lot is open to shoppers. Ends at 3:00 p.m. 50/50 tickets will be sold. We will also have a bake sale, along with water and snacks. We are looking at having a food truck come in also.

Beginning May 31 – contingent upon approval by the Linden City Council, we will begin selling tickets for a SUPER 50/50. 2,000 tickets will need to be sold at $10 each. Winner has the possibility of winning $10,000- (actual winnings will depend upon the amount of tickets sold.) The Friends would like to encourage all Library Board members to purchase at least one ticket and if possible to please sell several tickets. The drawing will be December 1st, just in time for the holiday shopping.

Atlantic City Trip. We are working with Villani Bus Company, who gave us a discount on a bus. The date will be determined soon. It will be a Saturday that the library is closed, so that the staff may join us and that we can utilize the parking lot for pick up. Tickets will most likely be sold around $20 per person. Unfortunately, May and June the company was booked solid on the dates the library is closed.

Monday, June 2nd – Linden House fundraiser. We are working on the time frame. Melanie is trying to convince Demetri to make this an all day fundraiser.

August is the annual Barclays for Charity for gold outing. Carol Hohl is once again promoting and selling tickets to this event. 75% of the net proceeds from each ticket purchase will benefit the Friends.

Saturday, September 27th is the City’s annual September to Remember festival. The friends will have a table again this year, to promote the organization. We will be selling tickets for the Super 50/50 and possibly have basket raffles. We will try to gain new members and sign up for the Pathmark/eScript program.

October – Masquerade Ball (possibly October 3rd). Plans are still being worked on. We are speaking with corporate sponsors, to offset our costs. The airport is letting us use a hanger at no cost. However, we do need flooring, wall coverings, decorations, tables/chairs, DJ, finger food, etc.
November we will be holding a book sale. The date needs to be confirmed with the Director. Book donations will be accepted. Any books received prior to May 31st, will be sold at the Flea Market. Books not sold will be stored until the book sale.

We will be doing the DVD fundraiser again, sometime in the fall. This is through Digital media. They take the 8 mm, 16mm, slides, pictures, VHS tapes, and convert them to DVD's.

We are considering holding a wine and cheese event for the holidays, possibly early December.

The monies raised from the mentioned fundraisers will be put towards new computers for the 2nd floor and hopefully an outdoor digital bulletin board. A newsletter is being worked on that hopefully we can mail to our members before June.

**POLICY COMMITTEE**  
**JOANNA COLUCCI, CHAIRPERSON:**

Mrs. Henel recommended revising the policy manual to include volunteers.

It was noted that Commander Kozlowski has replaced Commander Murphy as the Supervisor of the ROTC.

**DIRECTOR'S REPORT**  
Director Dennis Purves reported on:

1) We are in the process of upgrading all computers to Windows 7.
2) I followed up with Building Systems and Services. They haven't given me a report yet as they are still working on the coding so we will have full access to our system. In the meantime, the HVAC was basically behaving itself.
3) One of the elevator buttons broke, limiting access to the third floor. It's been given a temporary fix, and will be fully repaired once and ordered part arrives.
4) We have done interviews for the part-time clerical position. A report will be given at the meeting.
5) On Thursday, May 15th, Senior Librarian Elizabeth Piskorik and I attended Managing and Leading Staff in Real Life, held at the Clerk Public Library.
6) On Wednesday, May 14th, I met with other members of the LUCC reception committee. I should have a date and location for the reception sometime in the next week or so. Clark and Springfield are potential candidates at this point.

7) From April 24th through May 13th, there were 1805 checkouts, 2109 checkins, and 236 renewals. The meeting rooms will have been used seventeen times in the month of May.

**UNFINISHED BUSINESS**

**SECURITY** – The Director reported he had signed the contract for the security and it should start soon.

**DEBRIS IN REAR OF LIBRARY NEAR SHED** – President Wilverding reported the debris in the rear of the Library near the shed needs to be removed.

Also, she asked the Mayor about soil. President Wilverding reported the Mayor said that we are on the list.

**NEW BUSINESS**

**NONE**

**NEXT MEETING**

The next meeting is scheduled for Monday, September 8, 2014 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

**COMMENTS FROM THE PUBLIC**

Carol Hohl also reported on a fund raiser scheduled for Tuesday, April 29th at Lord & Taylor in Westfield. Purchase your $5 pass for a great all day sale event from February 27th through April 29th. She reported that she had collected $110.

Ms. Hohl additionally reported on the upcoming Barclays Gold Tournament from August 19th – 24th at the Ridgewood Country Club. More details will be made available.

President Wilverding thanked Ms. Hohl for her comments.

Librarian Jeff Wayne suggested having a calendar lottery using the picket number for the day. Tickets could be sold in advance.
Doris Henel expressed gratitude to the Board for the basket of fruit they sent to her while she was hospitalized.

The Director reported he had sent a fruit basket from the Board to Trustee Joan Konrad who is recuperating from surgery.

The Director reported that Trustee Barbara Zamora has had surgery and will be recuperating for approximately 4-6 weeks.

**ADJOURNMENT**

On a motion by Marilyn Coplan, seconded by Robert Ayres and passed, the meeting adjourned at 7:58 p.m.

Sincerely,

Doris Matey
Acting Secretary