

LINDEN FREE PUBLIC LIBRARY  
31 EAST HENRY STREET  
LINDEN, NEW JERSEY  
BOARD MEETING  
BERNICE BEDRICK ROOM  
JANUARY 12, 2015

**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:***

Mayor Derek Armstead  
Robert Ayres  
Joanna Colucci  
Marilyn Coplan  
Doris J. Henel  
Joan Konrad  
Gregory Martucci  
Doris Matey

Diane Wilverding, President

***ALSO PRESENT:***

Dennis Purves  
Mary Purves  
Luray Rusnock

**EXCUSED:** Dr. Robertozzi

***Library Board President Diane Wilverding welcomed Mayor Armstead to his first meeting for the Library Board***

***Director Dennis Purves introduced Mary Phillips, Community Relations Coordinator from Phillips 66 Bayway Refinery, who presented the Library with a \$5,000 donation for the purchase of new public computers.***

President Wilverding appointed a nominating committee consisting of Joanna Colucci, Doris Henel, and Greg Martucci. The reorganization was tabled until the February meeting.

**APPOINTMENT OF LABOR RELATIONS REPRESENTATIVE FOR 2015** – On a motion by Marilyn Coplan, seconded by Joanna Colucci and passed, appointing Dan McCarthy to remain as the labor relations representative for 2015.

**APPOINTMENT OF SUPLEE CLOONEY FOR 2015** – On a motion by Greg Martucci, seconded by Robert Ayres and passed, appointing Suplee Clooney as the auditor for 2015.

### **MINUTES**

On a motion by Doris Henel, seconded by Joanna Colucci and passed, approving the minutes of the previous meeting (December 1, 2014) as amended and ordered filed (page 2, typographical error in paragraph 4 of *Treasurer's Report* eliminate "to pass". Also, on page 5 under *Comments from the Public* eliminate President Wilverding's response to Ms. Hohl thanking her for her efforts which was repeated).

### **CORRESPONDENCE**

President Wilverding reported on the correspondence that had been received since the last meeting:

- 1) Thank you note from Senior Librarian Betty Piskorik following the passing of her sister.
- 2) Acknowledgement email from patron D.A. (Dave) Gutierrez acknowledging the efforts of Director Dennis Purves after he noticed that there were two (2) DVDs on his online account that he didn't take out.

### **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 December 2, 2015 through January 12, 2015 in the amount of \$42,234.52.

A motion was made by Marilyn Coplan, seconded by Joanna Colucci and passed approving the report.

Mr. Ayres reported on the December 17, 2014 meeting for the budget that included Finance Committee Chairman Peter Brown, Chief Finance Officer Alexis Zack, Accounts Clerk Luray Rusnock, Director Dennis Purves and himself to discuss the Library's desperate financial situation.

Mayor Armstead stated the City is working on the budget now.

President Wilverding asked the Personnel and Finance Committees to meet prior to next meeting to come up with some ideas.

Mr. Ayres stated we can survive till April.

It was suggested that we wait to have any additional meetings until we have an allocation amount for this year.

Mrs. Henel stated the Finance and Personnel Committees met with the previous Mayor to save some funds. We need to come up with some suggestions that are realistic.

Mr. Martucci asked how many full and part time employees are currently employed.

Ms. Rusnock responded the Library currently employs approximately twenty (20) individuals.

The Director stated that 80% of our budget is dedicated for salaries and benefits.

## **BUILDINGS & GROUNDS**

DIANE WILVERDING, CHAIRPERSON:

President Wilverding reported nothing is happening outside currently.

She had no report.

Director Dennis Purves reported on the HVAC system repair. He contacted the vendor today who indicated they would be coming on December 8<sup>th</sup> to complete the repair.

## **PERSONNEL COMMITTEE**

Doris Henel, Chairperson:

On a motion by Joanna Colucci, seconded by Marilyn Coplan and passed, the Board went into executive session at 7:00 p.m.

On a motion by Doris Matey, seconded by Joanna Colucci and passed, the public meeting reopened at 7:25 p.m.

## **FUND RAISING**

Doris Matey, Chairperson:

Mrs. Matey read the report prepared by Friends President Dawn Beviano.

Mrs. Beviano reported on the Polar Express video which had less in attendance than Maleficent.

Director Dennis Purves reported the movies should be on the shelf within the next few weeks.

Mrs. Henel reported on a program that appraised antique articles. She encouraged the Friends to investigate it.

Carol Hohl from the Friends stated this program required a minimum of five (5) hours.

Mrs. Henel also reported on a new restaurant that has opened in the new shopping center. Mrs. Beviano will look into it.

In February 2015, another restaurant fundraiser will be held at Dragonfly.

In March 2015, Wendy's will sponsor another fundraiser for the Friends.

The profit for Lord and Taylor was \$105.

Pathmark has new cards to be used for the Perk benefits. Anyone who is already enrolled who wants to enroll needs to go to the Customer Service and request a new card.

## **POLICY COMMITTEE**

JOANNA COLUCCI, CHAIRPERSON:

NO REPORT

## **DIRECTOR'S REPORT**

Director Dennis Purves reported on:

- 1) We should implement the PrinterOn software soon. It will allow patrons to pay and print from our copy machine via their mobile devices.
- 2) We have had a lot of HVAC problems over the past month, some mechanical, and some with the software controlling the system. The mechanical problem requires a replacement part, which has been ordered and unfortunately has also been backordered. We are also once again having trouble regulating the temperature. The return of Building Systems and Maintenance to finish the work on the control unit has been delayed, but they have been able to help with some of our problems by logging in remotely.
- 3) On Tuesday, December 2<sup>nd</sup>, I attended the Library LinkNJ fall membership meeting held at Rutgers University.
- 4) On Friday, December 6<sup>th</sup>, I attended the LUCC meeting held at the Elizabeth Public Library. There was discussion about the situation with the Hillside Library which I spoke about last month.
- 5) From November 28<sup>th</sup> through January 8<sup>th</sup> there were 3967 checkouts, 4364 checkins, and 509 renewals. The meeting rooms were used 16 times in December, and the computer lab was used once.
- 6) The Friends of the Library annual meeting is tentatively scheduled for March 21<sup>st</sup>.
- 7) The bookdrop hasn't been working properly. We have tried various outlets, etc. The company that the bookdrop has also been contacted. Fines are being waived in the meantime.

## **UNFINISHED BUSINESS**

NONE

## **NEW BUSINESS**

**PETTY CASH RESOLUTION**- On a motion by Doris Henel, seconded by Marilyn Coplan and passed, adopting the 2015 petty cash resolution as prepared.

## **NEXT MEETING**

The next meeting is scheduled for Monday, February 9, 2105 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

## **COMMENTS FROM THE PUBLIC**

Theresa Villani, Library employee, addressed the Board about recent issues that were implemented to utilize the staff the best that it can. The Personnel Committee needs to meet with the staff to discuss these items.

Mrs. Henel responded that she appreciates the employee's concerns and the Board is just as concerned. However, the Library is in a financial situation and both unions have a procedure that was set in motion.

It is not the job of the Board to run the Library on a day-to-day basis. The Board establishes policy and the Director is in charge of the day-to-day operation. You need to go through procedures. The Board cannot micro-manage the director. You need to go to your shop steward if you have issues.

Mrs. Henel also stated the Board is diligently working to keep the Library running and keep everyone's job. It is almost an impossible task. We are trying to do the best we can. The Board really cares about the Library.

Mrs. Villani also stated there is an atmosphere at the Library which the Board needs to address. Procedures are not being followed.

Mrs. Henel stated the staff needs to realize what a difficult position the Library is in.

Mrs. Coplan stated she took offense at Mrs. Villani's comments that the Library is toxic to come into.

President Wilverding stated she will meet with the Personnel Committee after the meeting.

Director Dennis Purves stated the staff should write a list and submit it to him.

Carol Hohl, Friends of the Linden Library, reported on the upcoming Lord & Taylor benefit on March 28<sup>th</sup> and the Barclays Gold Tournament from August 19-24.

President Wilverding thanked Ms. Hohl for her efforts.

**ADJOURNMENT**

On a motion by Mayor Armstead, seconded by Doris Henel and passed, the meeting adjourned at 8:05 p.m.

Sincerely,  
  
Joan A. Konrad  
Secretary