LINDEN FREE PUBLIC LIBRARY
31 EAST HENRY STREET
LINDEN, NEW JERSEY
BOARD MEETING
BERNICE BEDRICK ROOM
JUNE 8, 2015

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
Dr. Marlena Berghammer
Joanna Colucci
Marilyn Coplan
Doris J. Henel
Joan A. Konrad (entered the meeting at 6:36 p.m.)
Doris Matey
Dr. Danny Robertozzi

Diane Wilverding

ALSO PRESENT:
Dawn Beviano
Dennis Purves
Mary Purves
Luray Rusnock

ABSENT:
Mayor Derek Armstead (excused)
MINUTES
On a motion by Marilyn Coplan, seconded by Joanna Colucci and passed, approving the minutes of the previous meeting (May 11, 2015) as revised and ordered filed.

CORRESPONDENCE
President Wilverding reported no correspondence had been received since the previous meeting.

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 May 12, 2015 through June 8, 2015 in the amount of $42,420.18.

Mr. Ayres reported we still have a positive outlook. There is some good news. We still have $103,000 in our emergency building fund.

We should be able to make it through 2015 without any problems.

Since it is never too early to start working on our next year’s (2016) budget, within the next two (2) or so months we need to start reaching out to the City Council looking for support for the Library.

Mr. Ayres also reported the staff health benefits bill has not yet been received.

A motion was made by Robert Ayres, seconded by Marilyn Coplan and passed authorizing the payment of bills for the period of May 12, 2015 through June 8, 2015 in the amount of $42,420.18 and to file the Treasurer’s Report as prepared.

BUILDINGS & GROUNDS
DIANE WILVERDING, CHAIRPERSON:

President Wilverding reported it has been a busy month. On May 30th, only one (1) person showed up from the ROTC. They did the flower bed by the handicapped entrance.

Building Maintenance Worker Tony Czylek had to dig three (3) holes to plant the flowery bush that is being dedicated in memory of Carol Hohl who worked tirelessly promoting the library.
The problem was the ground was hard due to lack of rain.

President Wilverding stated it is important for the maintenance men to maintain the weeding outside.

Ms. Wilverding reported the ROTC students who came on June 6th, weeded and mulched, planted daylilies, and it is pretty well filled in now. Then they worked near the shed removing pieces of concrete and debris to be put out on trash day. There are vines and weeds to be put out on trash day. In September the ROTC will be back for work in front of the shed.

Mr. Ayres volunteered to donate eight (8) more bags of mulch.

President Wilverding expressed gratitude to Mr. Ayres for his role in the landscaping project.

The maintenance men need to water the plants that have been planted so that they can grow properly.

President Wilverding reported Trustee Doris Matey took a sampling of the vine near the fence to the Master Gardeners for analysis. She was told it is Hydrangea and it is expensive. So, it will not be removed.

President Wilverding stated it is in good shape outside. After a good rain it is easier to weed so that’s what the maintenance men need to do.

The Board discussed the irrigation system and how it works.

Mr. Ayres stated that usually an irrigation system is zoned out. Thus, the zones are staggered.

President Wilverding requested the Director check the zones on the system and keep up with the brown grass. Also, have the men keep an eye on the flower bed on the right which was just finished.

**PERSONNEL COMMITTEE**
Doris Henel, Chairperson:

On a motion by Doris Henel, seconded by Doris Matey and passed, the Board went into Executive session at 6:50 p.m.

On a motion by Joanna Colucci, seconded by Dr. Robertozzi and passed, the meeting reopened at 7:50 p.m.
FUND RAISING
Doris Matey, Chairperson:

Reported the Pizza Hut fundraiser that was held on Friday, May 13th was another success. Numbers have not yet been received.

The Lun Wah fund raiser that was held on June 1st, 2nd and 3rd was another success. Numbers have not yet been received.

Family Photo session is scheduled for Saturday, June 13th. Lara Elizabeth Photography of Linden will be doing photo sessions at a local park (rain location is Linden Library where photographer will provide a backdrop). The cost is $60 a session (retail value is $250). Each session will last approximately twenty (20) minutes. Digital photos will be sent to the family via email. They can print the pictures anywhere, or purchase a package through the photographer. The $60 cost is 100% profit to us. This is an average profit between $600-900 for the day.

Wednesday, June 17th from 4:00-5:00 p.m. Wag and Read will be at the Library. Bring your favorite book to read or allow time to select a new book before your appointment. You must have an appointment to participate. Reserve your spot today at the circulation desk.

Monday, June 29th is the five (5) year celebration of the new Library building. All day events are planned.

Mark Kohut, Linden author, book signing and art project at 2:00 p.m.

Jumpin Jamie with magic, music, and puppets will be held at 4:00 p.m.

Also there will be face painting, arts/crafts, and more!

Cake will be available at 6:30 p.m.

On Friday, June 26th at 1:00 p.m., a movie Big Hero 6 will be shown. Reserve your free tickets at the circulation desk.

On July 6th, 7th and 8th from 5:00-8:00, the restaurant fundraiser will be at Friendly's in Clark.

On Friday, July 31st there will be a Murder Mystery Dinner at the Library. Tickets are $60. Deposit has to been sent to company that will handle the murder mystery/ T&L Caterers have been contacted as well. More details to come soon.
On August 5th, the restaurant fundraiser will be at Moe's Southwestern Grill from 5:00 p.m. -8:00 p.m.

Wednesday, September 2 is back to school and library sign up month kick off. Programs will to be determined. All day events are planned. Ideas are welcome.

On Saturday, September 26th is Linden's "September to Remember" street festival. Volunteers are needed 11:00 a.m. to? (Festival ends at 9:00 p.m.) Promote the Friends, recruit new members, and sell raffle tickets.

The Executive Board was questioning if it is feasible to install an ATM machine in the Library. They are exploring options at this point. There is no cost for ninety (90) days.

There is a joint fund raiser with Roselle Library on October 24th called Touch-a-Truck along with arts and crafts. Tickets are $3 per person. More details to come. Volunteers needed. President Wilverding asked about insurance. The Director responded our insurance will cover the event.

On Wednesday, October 21st the Friends will be having another fund raiser Evening of Chocolate. Tickets are $5 from 6:00p.m.-8:00 p.m.

A trip to Mount Airy Casino, Poconos in Pennsylvania is scheduled for Saturday, July 18th. Tickets cost $40.

Other bus trips being worked on are Saturday, September 12th to Atlantic City (casino to be confirmed at a later date).

On Saturday, October 12th, a bus trip to Sands Casino, Bethlehem PA. is being planned.

Additionally, family bus trips are being worked on.

Also the Friends will be having their Super 50/50 this year. The Linden High School will print the tickets at no charge. We should be able to begin selling them buy the middle of June. Tickets are $5 each this year and the drawing will be December 7th at 7:00 at the Library Board meeting.

The Friends purchased a wood organizational unit for flyers (can be seen near circulation desk).
The Friends are awaiting quotes for shelving for the closet outside the CBR room.

The Friends gave $500 for the children and adult summer reading programs.

**POLICY COMMITTEE**

**JOANNA COLUCCI, CHAIRPERSON:**

Mrs. Colucci reported on a proposed policy relative to museum passes. The Friends of the Linden Public Library are very pleased to provide passes to outstanding museums to “Friends of Linden Library” patrons. Passes may be borrowed by adult members of the Friends of Linden Library who belong to a library that participates in the MURAL borrowing system as well as our own home library.

Borrowers must be in good standing with the Linden Public Library and, in the case of MURAL patrons, with their home library (i.e., no long overdue materials or outstanding fees or fine). A pass may be borrowed for three (3) days. It may not be reserved or renewed. Passes are available on a first come, first serve basis. To check on the availability of a pass, search the library catalog by museum name. Passes may be borrowed for only one (1) institution at a time. Passes must be picked up at the Library’s main desk and returned to the main desk. The overdue fine for a pass is $10.00 per day. The replacement fee for a lost pass is $25.00 unless otherwise noted. The replacement fee for a lost case is $5.00.

On a motion by Joanna Colucci, seconded by Dr. Robertozzi to adopt the aforementioned policy on museum passes:

**OPEN ROLL CALL VOTE:**

**AFFIRMATIVE:**

Robert Ayres  
Dr. Marlena Berghammer  
Joanna Colucci  
Marilyn Coplan  
Doris Henel  
Joan Konrad  
Doris Matey  
Dr. Danny Robertozzi

Diane Wilverding
Mrs. Colucci recommended a Board be put up with the Frequently Asked Questions (FAQs). Additionally, copies of the guidelines should be available and distributed.

**DIRECTOR’S REPORT**

Director Dennis Purves reported on:

1) Today Ditto Copiers activated scanning capabilities on one of the copy machines. Patrons have been requesting this service.

2) LUCC reception is scheduled for October 13th in Elizabeth Library. Additional information will be forwarded to the Board when available.


4) On Monday, May 18th, Senior Librarian Sharon Albert, library assistant Theresa Villani, and I met with Michael Melham from Alpha dog to discuss the library’s new website.

5) The library is now subscribing to Zinio, a digital magazine subscription service. Staff members met with someone from Zinio on Friday, June 5th, for a demonstration for the service.

6) We are no longer working with Elite Irrigation & Lawn for our sprinkler maintenance, as the company has changed hands. We are now with Lesniewski Irrigation, which is owned by half of Elite.

7) On Monday, May 18th, I attended the LibraryLink NJ spring membership meeting at Rutgers.

8) On Thursday, May 21st, librarian Jeff Wayne attended the RELS School Library Consortium Spring Professional Development Session at the Bergen Community College.

9) On Thursday, May 28th, senior librarians Sharon Albert and Elizabeth Piskorik and children’s librarian Karen Gray attended Book Expo.

10) On Friday, May 22nd, I attended the LUCC meeting held at the Linden Public Library.

11) On Tuesday, May 26th, I attended the Chamber of Commerce meeting, held at the Linden Public Library.

12) From May 8th through June 4th, there were 2,736 checkouts, 2,876 checkins, and 230 renewals. The meeting rooms were used 28 times in the month of May.

13) The adult and children’s summer reading clubs will begin on June 29th. Prizes are courtesy of the Friends of the Library.

14) On a personal note, the Lego Club will begin June 10th. We’ve set up a Lego display near the circulation desk. Inside is a church I built back in either 1984 or 1985, based on St. Elizabeth Church on Blancke Street.
UNFINISHED BUSINESS
MISSION STATEMENT – The Board reviewed the Mission Statements from various other Libraries that the Director distributed. Following discussion, it was agreed to revise the Mission Statement by including multi-cultural community and then it can be voted on in September.

WORLD FAIR COLLECTION – Mrs. Henel reported on a patron’s collection of World’s Fair memorabilia for display. The Director will follow through.

BOOK SALE- Mrs. Henel asked if the Friends of the Library have a location to store the books for the upcoming book sale. If not, she is a member of the Methodist Church on Wood Avenue and they have a large area that isn’t being used. It is being investigated as a potential location for storage.

Mrs. Beviano responded the location of the church basement (gym) for the books would be great. Please keep us informed. Additionally, the book sale dates require revision since there is a conflict with the Chairperson of the book sale. The revised dates will be resolved with the Director.

CYBERBULLYING – The Board expressed Dr. Robertozzi for coordinating the program on Cyberbullying. Dr. Robertozzi expressed gratitude to the Director Dennis Purves for his efforts in making this project happen. Flyers were distributed to Board members.

GRANTWRITER – The Director provided information on a course on grant writing to the Board. Since it is expensive, President Wilverding recommended the Director contact Mr. Martucci, who spoke on the school’s Grantwriter at last month’s meeting and subsequently contact this person.

NEW BUSINESS
NONE

NEXT MEETING
The next meeting is scheduled for Monday, September 14, 2015 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

COMMENTS FROM THE PUBLIC
Dawn Beviano, President of the Friends of Linden Library, Inc. reported on the Library’s five (5) year anniversary on June 29, 2015 and the events that are planned. The events include an author reading and signing, arts and crafts,
magic, music, and puppets, face painting, 50/50 raffle drawing and a birthday cake is scheduled for 6:30 p.m. She invited all Board members to attend the celebration.

Mrs. Beviano also spoke about September is National Library Card Sign-up Month. A discussion ensued about promoting the library by encouraging all children to have a library card. She additionally spoke of the need for someone from the library to speak on the resources that are available at the library.

Mrs. Beviano recommended someone from the Library attend the schools Back-to-School night with library cards/registration forms so the parents can sign the form providing permission for their child to have and use a library card.

Director Dennis Purves responded that he will work with Mrs. Beviano to implement this project.

President Wilverding thanked Mrs. Beviano for her efforts and comments.

President Wilverding wished all Board members and public in attendance a happy and safe summer.

**ADJOURNMENT**

On a motion by Doris Matey, seconded by Dr. Robertozzi and passed, the meeting adjourned at 8:27 p.m.

Sincerely,

Doris Matey
Acting Secretary