

LINDEN FREE PUBLIC LIBRARY
31 EAST HENRY STREET
LINDEN, NEW JERSEY
BOARD MEETING
BERNICE BEDRICK ROOM
JANUARY 11, 2016

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

President Coplan introduced new Trustee Dorota Kotowski to the Board.

ROLL CALL

PRESENT:

Dr. Marlena Berghammer (entered the meeting at 6:45 p.m.)
Joanna Colucci
Dorota Kotowski
Joan Konrad
Doris Matey
Dr. Danny Robertozzi
Diane Wilverding

Marilyn Coplan, President

ALSO PRESENT:

Gregory Martucci
Dennis Purves
Mary Purves
Luray Rusnock

EXCUSED: Robert Ayres
Mayor Derek Armstead

President Coplan stated the Board would go into Executive Session first to view a power point program presented by the Director.

Doris Matey made a motion to go into executive session at 6:35 p.m. The motion was seconded by Joanna Colucci.

On a motion by Dr. Robertozzi, seconded by Doris Matey and passed, the meeting reopened to the public at 7:15 p.m.

APPOINTMENT OF STANDING COMMITTEES – President Coplan appointed the 2016 committees (see attached).

LIAISON FOR UNION NEGOTIATIONS – Greg Martucci and Dr. Berghammer will serve in this capacity.

APPOINTMENT OF LABOR RELATIONS REPRESENTATIVE FOR 2016 – On a motion by Joan Konrad, seconded by Joanna Colucci and passed, appointing Dan McCarthy to remain as the labor relations representative for 2016.

Ms. Wilverding questioned what is taking so long to negotiate the union contracts.

APPOINTMENT OF SUPLEE CLOONEY FOR 2016 – On a motion by Dr. Robertozzi, seconded by Doris Matey and passed, appointing Suplee Clooney as the auditor for 2016. Since the cost involved is substantial, the Director will contact the Municipal Treasurer Alexis Zack and Suplee Clooney to discuss the auditors' fees and to negotiate a decrease.

MINUTES

On a motion by Doris Matey, seconded by Diane Wilverding and passed, approving the minutes of the previous meeting (December 7, 2015) as prepared.

CORRESPONDENCE

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

- 1) Appointment of Dorota Kotowski replacing the expired term of Doris Henel.
- 2) The reappointments of Trustees Joan Konrad and Joanna Colucci to the Library Board.

TREASURER'S REPORT & FINANCE COMMITTEE

ROBERT AYRES, TREASURER:

(In the absence of Treasurer Robert Ayres, Account Clerk Luray Rusnock read the Treasurer's Report)

- (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 7, 2015 through January 11, 2016 in the amount of \$55,700.17.

A motion was made by Diane Wilverding, seconded by Doris Matey and passed approving the report.

BUILDINGS & GROUNDS

DIANE WILVERDING, CHAIRPERSON:

Ms. Wilverding asked when the carpet in the elevator was cleaned. It needs a good cleaning.

Ms. Wilverding said there was too many keys distributed. This will be tabled until next month.

PERSONNEL COMMITTEE

Joanna Colucci, Chairperson:

On a motion by Joanna Colucci, seconded by Marilyn Coplan and passed, the Board went into executive session at 7:27 p.m.

On a motion by Doris Matey, seconded by Joanna Colucci and passed, the public meeting reopened at 7:43 p.m.

Mrs. Colucci read the following report:

Carol Duffy will be promoted to Senior Library Assistant.

The Personnel Committee will meet with the staff on Friday, 1/15/16 at 9:00 a.m. The Director, Accounts Clerk and Administrative Clerk are not required to attend.

FUND RAISING

Doris Matey, Chairperson:

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

T.G.I. Friendly's – Monday, December 7th – awaiting numbers

Chipolte – Monday, January 4th netted a profit of \$457.75.

Applebee's Fund Raiser is scheduled for Monday, February 1st from 11:00 a.m. to 9:00 p.m. You will need to take a flyer with you so the Friends can receive the proper credit.

The membership drive has begun.

The Annual Friends meeting will be held in April.

Liz Welsh has resigned from the Friends effective January 1. We will be seeking volunteers for the Corresponding Secretary and Recording Secretary positions.

BLACK HISTORY MONTH FILM SERIES: (In collaboration with Jeff Wayne)

Wednesday, February 3 "Glory"
Wednesday, February 10th "To Kill a Mockingbird"
Monday, February 22 "The Defiant Ones"
Monday, February 29, "Glory Road"

Movies will begin at 6:00 p.m.

Women's History Month in March will also have a film series.

POLICY COMMITTEE

DR. MARLENA BERGHAMMER, CHAIRPERSON:

On a motion by Dr. Robertozzi, seconded by Dr. Berghammer and passed, all initial candidates will be interviewed by the Director and Personnel Committee. Subsequently, the Board will be provided with the top three (3) candidates to interview. This procedure will be followed for every opening for this day forward.

DIRECTOR'S REPORT

Director Dennis Purves reported on:

- 1) Equipment has been set up to record the number of wireless sessions.
- 2) The library's new web page will very likely roll out next week.
- 3) After a rotation of several security guards, we should have a permanent one beginning Monday.
- 4) Interviews for the part-time library assistant position will take place the afternoon of January 8th.
- 5) On Friday, December 8th, I attended the Lucc meeting held at the Mountainside Public Library. I will be on the reception committee again. Date and location of the annual reception should come soon.
- 6) From December 3rd through January 6th there were 2,904 checkouts, 3,398 checkins and 485 renewals. The meeting rooms were used thirty eight (38) times in December. The computer lab was used twice.

UNFINISHED BUSINESS

CALENDAR – Dr. Berghammer recommended two (2) month's calendar be included in the packet each month so the Board can plan to attend upcoming programs and events.

NEW BUSINESS

PETTY CASH RESOLUTION- On a motion by Doris Matey, seconded by Joanna Colucci and passed, adopting the 2016 petty cash resolution as prepared.

CHANNEL 36 – Mr. Martucci stated there is a lot of time available on Channel 36. Perhaps we can invite the representative from Channel 36 to our next Library Board meeting to pursue the concept of the Library utilizing some of the air time.

NEXT MEETING

The next meeting is scheduled for Monday, February 8, 2016 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

COMMENTS FROM THE PUBLIC

Karen Gray, children's librarian, addressed the Board about personnel concerns.

Mrs. Coplan responded that the Personnel Committee will be meeting with the staff on Friday and any/all concerns can be addressed at that time.

Dr. Robertozzi recommended inviting Mrs. Henel to the next Library Board meeting to recognize her for her dedication to the Library.

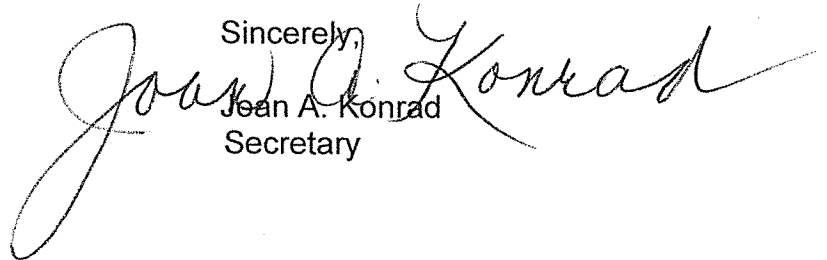
It was agreed that cake will be available and a plaque ordered for Mrs. Henel. The Director will send an invitation to Mrs. Henel inviting her to the meeting.

Council Liaison Armando Medina announced that he has been designated as the Liaison to the Library again this year.

ADJOURNMENT

On a motion by Dr. Robertozzi, seconded by Diane Wilverding and passed, the meeting adjourned at 8:25 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Jean A. Konrad". The signature is written in black ink and is positioned to the right of the typed name and title.

Jean A. Konrad
Secretary



Linden Free Public Library

31 EAST HENRY STREET - LINDEN, NEW JERSEY • 07036

DENNIS PURVES
Director

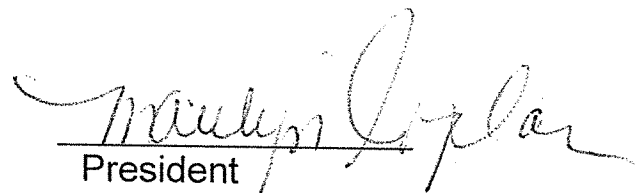
(908) 298-3830
FAX: (908) 298-0146

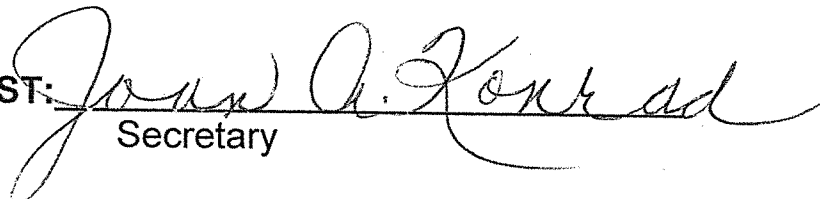
RESOLUTION OF THE BOARD OF TRUSTEES OF THE LINDEN FREE PUBLIC LIBRARY – ESTABLISHING A PETTY CASH FUND FOR 2016

BE IT RESOLVED by the Board of Trustees of the Linden Free Public Library that the Board has determined the need to establish a petty cash fund in 2016 in the amount of \$500.00; and

BE IT RESOLVED that the Board hereby authorizes the Director and Accounts Clerk to be responsible for the replenishment of the fund as needed throughout the year.

BE IT FURTHER RESOLVED that a copy of this Resolution and documents aforementioned be spread upon the Minute book of the Library Board of Trustees.


President

ATTEST: 
Secretary

ADOPTED: 1/11/16