

LINDEN FREE PUBLIC LIBRARY
31 EAST HENRY STREET
LINDEN, NEW JERSEY
BOARD MEETING
BERNICE BEDRICK ROOM
MAY 9, 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

ROLL CALL

PRESENT:

Robert Ayres
Joanna Colucci
Joan A. Konrad
Dorota Kotowski
Doris Matey
Diane Wilverding

Marilyn Coplan, President

ALSO PRESENT:

Andrew M. Baron, Esq.
Dennis Purves
Mary Purves

EXCUSED: Mayor Derek Armstead
Dr. Malena Berghammer
Greg Martucci
Dr. Danny Robertozzi
Luray Rusnock

MINUTES

On a motion by Doris Matey, seconded by Dorota Kotowski and passed, approving the minutes of the previous meeting (April 11, 2016) as amended prepared and ordered filed. (page 2, remove "and" and page 5 remove 5).

CORRESPONDENCE

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

- 1) Thank you note from Senior Library Assistant Alea Fine for the Board's support for her request for the promotion to Senior Library Assistant.
- 2) Membership cards for all Trustees from the New Jersey Trustee Library Association.

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 12, 2016 through May 9, 2016 in the amount of \$13,238.01. .

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

Mr. Ayres reported there is a revised 2015 budget for the Board to vote on tonight. There is concern about the long range plans. This year we hired four part time Library Assistants to pick up some of the work that we need done due to the recent retirements of two (2) more full time Library Assistants. There will be some funds available but we need to be cautious in our spending.

Mr. Ayres reported he and Director Dennis Purves will meet with the city officials to request additional funding for the library.

Mr. Baron, an attorney that the Library is considering hiring, was at attendance at the meeting. He asked if the Library has a Friends of the Library group. The response was yes, an active one. Mr. Baron replied he will be glad to work with them.

It was agreed that Mr. Baron would be interviewed during the executive session by the Board.

BUILDINGS & GROUNDS

DIANE WILVERDING, CHAIRPERSON:

Ms. Wilverding reported she intends to work on the landscaping on Saturdays, May 14th and 28th from 9-1. She directed the Director contact ROTC for assistance during those times. She will require students on both days to weed and mulch.

Ms. Wilverding asked about the status of the security guard.

The Director responded he is coming to work. There are still some negotiations required with the union to move in a different direction.

Ms. Wilverding reported there is a sprinkler in the closet that houses the archives. We need to start purchasing plastic bins for protection of the documents.

PERSONNEL COMMITTEE

JOANNA COLUCCI, CHAIRPERSON:

Reported that evaluations are due for the Director, Accounts Clerk and Administrative Clerk.

No further report

President Coplan reported there are two (2) candidates for the position of Library Board attorney. One is Eric M. Aronowitz and the other is Andrew M. Baron. Interviews will be done during the Executive session.

FUND RAISING

DORIS MATEY, CHAIRPERSON:

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

Wendy's- February - awaiting check

May 11th – Moe's Linden

June 6 – Menchie's Yogurt shop (Target Mall – Old Children's Place) flyer needed

July 11 – Red Mango – Clark Commons—flyer needed
July 11 – Panera Bread – Clark Commons – flyer needed

FUNDRAISERS

June 6 –A.C. Moore – Linden- flyer needed
July 8,9,10,11 – 5 Below – Clark Commons – flyer needed

September 10- Murder mystery Dinner
October 8 – Touch a Truck
Date TBD – Chocolate Night

Super 50/50 Tickets will be on sale by the end of May

SUMMER PROGRAMS

The Friends will be funding the Summer Reading Program for Children & Adults , along with a program on wolves, and another on horses.

Movies have become a regular program under librarian, Jeff Wayne

Legos – 1st Wednesday of every month

Wags to Read – Last Wednesday of every month

Arts & Crafts – Last Wednesday of every month

PURCHASES

The Friends purchased the security camera for the Children's library room.

POLICY COMMITTEE

Dr. Marlena Berghammer, Chairperson:

In the absence of Dr. Berghammer, Ms. Wilverding stated NO REPORT. However, she requested the Director update the existing circulation policy manual over the summer months.

DIRECTOR'S REPORT

DIRECTOR DENNIS PURVES reported on:

- 1) The part-time librarian position has been advertised and we will hopefully hire at next month's meeting.

- 2) On Thursday, April 21st, I attended Employee Leave and benefit Rights and Properly Responding to Discrimination Claims at the Shackamaxon Country Club.
- 3) On Friday, April 8th, Children's Librarian Ginger Moore attended the YS-LUCC meeting held at the Plainfield Public Library.
- 4) The LUCC legislative breakfast was held at the Cranford Community Center on Friday, April 15th. Trustees Doris Matey and Diane Wilverding were in attendance. All libraries received a resolution from the Freeholders acknowledging National Library Week. A grant was announced there that all Union County Libraries should be receiving a part of. We are looking into asking for a 3D printer.
- 5) On Friday, April 22nd, I attended the LUCC meeting held at Scotch Plains Public Library.
- 6) On Tuesday, April 26th, I attended the Chamber of Commerce meeting held at the Hampton Inn.
- 7) From April 8th through May 5th, there were 2,832 check-ins, 3,113 renewals, and 415 renewals. There meeting rooms were used 31 times. The computer lab was used five (5) times.
- 8) As in the past, we will have both our adult/young adult and juvenile summer reading clubs this year, starting some time near the end of June.
- 9) The HVAC computer does work but the computer between the HVAC system and computer doesn't work.
- 10) The Linden Fire Department has put up two (2) displays here for their 100 anniversary which will be celebrated in July 2016.
- 11) I am still trying to arrange for an active shooter training session for all new staff members at the Library.

UNFINISHED BUSINESS

President Coplan reported she had met with the staff regarding the union contracts.

Ms. Wilverding stated the security guard would fall under the clerical union.

NEW BUSINESS

The Board went into executive session at 7:20 p.m. A motion was made by Dorota Kotowski, seconded by Joan Konrad and passed.

On a motion by Robert Ayres, seconded by Joanna Colucci and passed, the Board reopened to the public at 8:10 p.m.

Mrs. Colucci stated the Board requests current job descriptions for the staff.

ATTORNEY – On a motion by Diane Wilverding, seconded by Joanna Colucci and passed, to hire Mr. Andrew M. Baron, Esq. as the Library Board's attorney.

OPEN ROLL CALL VOTE

Robert Ayres
Joanna Colucci
Joan A. Konrad
Dorota Kotowski
Doris Matey
Diane Wilverding

Marilyn Coplan

NEXT MEETING

The next meeting is scheduled for Monday, June 13, 2016 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

COMMENTS FROM THE PUBLIC

ADJOURNMENT

On a motion Robert Ayres, seconded by Doris Matey and passed, the meeting adjourned at 8:28 p.m.

Sincerely,

Joan A. Konrad
Secretary