

LINDEN FREE PUBLIC LIBRARY
31 EAST HENRY STREET
LINDEN, NEW JERSEY
BOARD MEETING
BERNICE BEDRICK ROOM
JUNE 13, 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:

Mayor Derek Armstead
Robert Ayres
Joan A. Konrad
Dorota Kotowski
Doris Matey
Diane Wilverding

Marilyn Coplan

ALSO PRESENT:

Dennis Purves

ABSENT:

Dr. Marlena Berghammer
Joanna Colucci (excused)
Mary Purves (ill)
Dr. Danny Robertozzi
Luray Rusnock (vacation)

MINUTES

On a motion by Joan Konrad, seconded by Dorota Kotowski and passed, approving the minutes of the previous meeting as prepared and ordered filed.

Mr. Baron, Esq. called the meeting and addressed the Board on speaker phone.

CORRESPONDENCE

President Coplan reported the following correspondence had been received since the previous meeting:

- 1) From Frances A. Benson, Executive Director of the Union County Department of Human Services expressing gratitude to the Director and Linden Library for hosting the Division's ASK team.
- 2) Letter of resignation from part time Library Assistant Jianna Gregorio effective June 17, 2016.

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 10, 2016 through June 13, 2016 in the amount of \$44,420.62.

Mr. Ayres commented about the need for an increase in our budget. We had to use the funds in the building fund to help us get through the year.

Mr. Ayres also commented on the Roselle patrons using the library. Perhaps a financial arrangement for shared services could be investigated.

Mayor Armstead responded that financially Roselle cannot afford anything at this time. They are having a tough time at this time.

A motion was made by Robert Ayres, seconded by Doris Matey and passed authorizing the payment of bills for the period of May 10, 2016 through July 11, 2016 in the amount of \$44,420.62 and to file the Treasurer's Report as prepared.

We are only getting \$1,740,000 in our budget this year.

Unfortunately, it looks like less services and lay-offs as possibilities.

Mr. Baron suggested charging for a meeting room as a possibility.

Councilperson Gretchen Hickey commented on children's programs that they were mainly being done by the friends' volunteers. She expressed concern with the lack of security. We should work with the police. Also, she has concerns about the Director and Administrative Clerk.

President Coplan responded that she has been on the Library Board for a long time but nobody cared about the Library until Friday. Also, she stated there isn't an Assistant Director.

Mayor Armstead stated the Director should have contacted him and the Council Liaison should be contacted also. The incident that occurred on Saturday was a man exposing himself to teenagers. Additionally, we need to address the issue of getting better cameras. Councilman Medina stated we can be in on the city getting more cameras.

Mr. Baron responded that he will contact the Mayor, City Attorney and Director to address how to proceed. This obviously will not be settled tonight.

President Coplan stated we will need to schedule a July Board meeting.

BUILDINGS & GROUNDS

DIANE WILVERDING, CHAIRPERSON:

Ms. Wilverding reported the ROTC unit came and weeded for two (2) hours the difficult area by the fence with the climbing hydrangea.

The garden area in front of the railing needs a few more plants. Overall the garden areas are thriving.

Ms. Wilverding is concerned about the plant that was planted in memory of Carol Hohl. So, she will call the nursery for advice that the plant doesn't seem to be doing as well this year as it had in the fall when it was planted.

Ms. Wilverding stated that she continues to work on the archives. I need eight (8) more plastic bins to protect other items and get them out of the cardboard boxes.

I gave Dawn Beviano a scrapbook to keep on Friends events and newspaper clippings. I started to put the picture that Carol Duffy took of the old library, building of the new one and demolition of the old one in scrapbooks to protect them. Ms. Wilverding reported she had started scrap books with pictures from the old library and put them in boxes and labeled them in the closet.

Ms. Wilverding stated she has spoken to Mr. Baron earlier and he suggested postponing discussion of the offices until there is a special meeting.

Ms. Wilverding commented that she is again requesting the rug in the elevator be cleaned.

PERSONNEL COMMITTEE

In the absence of Chairperson Joanna Colucci, Joan Konrad reported the following:

The initial interview with the part-time librarian Drew Epstein was favorable on behalf of the Personnel Committee to hire Drew Epstein as a part-time librarian at the Linden Library. The Director will contact him tomorrow and schedule a physical and drug test. Also a background check will be conducted. A motion by Joan Konrad, seconded by Doris Matey and passed regarding this procedure.

OPEN ROLL CALL AFFIRMATIVE

**Mayor Armstead
Robert Ayres
Joan Konrad
Dorota Kotowski
Doris Matey
Diane Wilverding****

Marilyn Coplan

**Ms. Wilverding voted in favor of the appointment but stated she was opposed to not following the established Board procedure requiring the entire Board interview the applicant prior to employment.

FUND RAISING

Doris Matey, Chairperson:

Reported the Wendy's restaurant fundraiser that was held in February is still awaiting the check.

Reported the May 11th restaurant fundraiser at Moe's is still awaiting the check.

Reported the June 6th Menchie's Yogurt Shop restaurant fundraiser is still awaiting the check.

On July 11, fundraisers will be held at Red mango and Panera Bread, both in Clark Commons.

On August 1st, a fundraiser will be held at Friendly's in Clark.

Reported on June 6th a fundraiser was held at A.C. Moore and is still awaiting the check.

On July 8, 9, 10, 11th a fundraiser will be held at 5 Below.

A murder mystery dinner will be held on September 10th.

A fall date to be determined for the Touch a Truck.

A date to be determined for the Chocolate Night.

Super 50/50 Tickets will be available soon. LHS is printing tickets.

\$1,000 donation was received from Phillips 66 to be used towards programming.

\$250 donation was received from Motion Bank.

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

The Friends are looking into the purchase of a new projector for the meeting rooms.

The Friends will be sending out letters to local businesses looking for sponsors for programs and events.

POLICY COMMITTEE

In the absence of Chairperson Dr. Berghammer, Diane Wilverding reported the following:

We need people to get a background check. The Committee is working on a policy regarding drug testing and background checks for future employees. Also, new employees who work with children should be finger printed, etc. The new policy will be incorporated into the Board's procedures.

On a motion by Mayor Armstead, seconded by Robert Ayres and passed, effective immediately all future employees will be required to pass a physical, finger printing, drug test and back ground check prior to commencing employment.

OPEN ROLL CALL VOTE:

AFFIRMATIVE: Mayor Armstead
Robert Ayres
Joan Konrad
Dorota Kotowski
Doris Matey
Diane Wilverding

Marilyn Coplan

DIRECTOR'S REPORT

Director Dennis Purves reported on:

- 1) There was a brief power failure on Friday, May 13th which resulted in a surge which burned out the power supply for the computer which controls the HVAC system. The power supply has been replaced.
- 2) We have had problems with the fire alarm over the past few weeks, as one of its secondary units has been failing. The alarm still works, and the problem is being worked on.
- 3) Library Assistant Jianna Gregorio is resigning as of June 17th. Her letter is in the packet.
- 4) A grievance has been filed, and will need to be discussed. A copy is in the packet.
- 5) On Tuesday, May 17th, Accounts Clerk Luray Rusnock attended a pension and benefits seminar in Elizabeth.
- 6) On Tuesday, May 17th, Senior Librarian Sharon Albert attended the NJLA conference. On May 18th, Librarian Jeff Wayne attended.
- 7) On Wednesday, May 27th, I attended the LUCG meeting held at the Plainfield Public Library. There was also a joint meeting with the Middlesex County directors. A copy of a revised MURAL agreement is in the packet and will need to be approved.
- 8) On Wednesday, June 1st, I attended the LibraryLinkNJ spring membership meeting at the Forsgate County Club in Monroe Township.
- 9) On Tuesday, June 7th, Senior Library assistant Carol Duffy and library Assistants Dawn Beviano and Theresa Villani attended the NJ Association of Library Assistants conference at the Mercer County Community College.

- 10) On Wednesday, June 8th, Senior Librarian Elizabeth Piskorik Attended the LUCC-Adult Services meeting at the Summit Public Library.
- 11) On Tuesday, May 24th, I attended the Chamber of Commerce meeting held at the library.
- 12) From May 6th through June 2nd there were 3,288 checkouts, 3,655 check-ins, and 402 renewals. The meeting rooms were used 28 times in the month of May. The computer lab was used three (3) times.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

MURAL AGREEMENT – On a motion by Joan Konrad, seconded by Robert Ayres to sign the MURAL reciprocal agreement with other libraries as per the past.

JOB DESCRIPTIONS - The Director reported the job descriptions that are included in the packet will need to be updated since one of the part time Library Assistants is leaving and a new part time librarian is being hired.

NEXT MEETING

The next meeting is scheduled for Monday, July 11, 2016 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

COMMENTS FROM THE PUBLIC

Pat Hero, Linden, spoke on the MURAL Libraries and how the patrons of Linden can benefit from them.

Part Time Library Assistant Jianna Gregorio commented on the incident that had occurred on the previous Saturday at the Library.

Councilperson Gretchen Hickey commented on the need for background checks and finger printing for all new employees.

Councilman Medina commented that he was concerned about technology that he wanted the Library to cooperate with the city with but to no avail. He additionally stated this is why he would not support additional financial support for the library.

Part time Library Assistants Dawn Beviano and Theresa Villani expressed concern that had occurred on the previous Saturday at the Library when a man exposed himself to teenagers.

The Director stated that he had previously requested full time security which wasn't feasible due to the budget. Then he requested part time security for the new library. This wasn't feasible either. After an incident then part time security was approved.

President Coplan thanked all for their comments.

ADJOURNMENT

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Marilyn Coplan".

Marilyn Coplan
President