

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

**ROLL CALL**

***PRESENT:***

Robert Ayres  
Dr. Marlena Berghammer  
Dorota Kotowski  
Doris Matey  
Diane Wilverding

Marilyn Coplan

***ALSO PRESENT:***

Andrew Baron, Esq.  
Dennis Purves  
Mary Purves  
Luray Rusnock

***ABSENT:***

Joanna Colucci (ill)  
Joan Konrad (ill)  
Dr. Danny Robertozzi

## **MINUTES**

On a motion by Doris Matey, seconded by Robert Ayres and passed, approving the minutes of the previous meeting as prepared and ordered filed.

## **CORRESPONDENCE**

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

- 1) From New Jersey Library Trustee Institute Conference which is scheduled for Saturday, September 10, 2016. Trustee Diane Wilverding and Doris Matey indicated they would be interested in attending.

## **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 June 14, 2016 through July 11, 2016 in the amount of \$57,188.18.

Mr. Ayres commended on the incident of July 4<sup>th</sup> weekend when the water was turned off.

Ms. Rusnock additionally commented that she had contacted the Mayor's office to resolve this issue. She had received a late notice but it was in the process of being paid this month.

A motion was made by Robert Ayres, seconded by Doris Matey and passed authorizing the payment of bills for the period of June 14, 2016 through July 11, 2016 in the amount of \$57,188.18 and to file the Treasurer's Report as prepared.

They discussed attending a City Council meeting requesting additional funding for the library.

Dr. Berghammer stated we need to stop treating the facility as a library and look for additional ways to generate revenue.

Mr. Ayres stated he doesn't like generating revenue from charging groups especially Linden civic organizations.

Dr. Berghammer stated we need to spread our wings and get involved with finding ways to generate revenue and market the Library for other functions.

President Coplan stated we will need to discuss these comments further.

### **BUILDINGS & GROUNDS**

DIANE WILVERDING, CHAIRPERSON:

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. It may need to be trimmed in the fall.

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

### **PERSONNEL COMMITTEE**

In the absence of Chairperson Joanna Colucci, Dorota Kotowski reported the following:

A letter was received from Library Assistant Gabriel Sherian requesting a promotion to senior library assistant.

A letter was received from Library Assistant Theresa Villani requesting being promoted to full-time from part-time library assistant. The extra hours from the resignation of part-time library assistant Jianna Gregorio will be used to make up the difference in the hours. Mrs. Villani has declined receiving benefits since she is covered under her husband's insurance.

Mr. Ayres voiced concerns about making it through next year's budget.

Dr. Berghammer requested writing a letter to the Board listing the non-essential employees.

The Director responded we have only essential employees at this time.

Betty Piskorik stated we don't have any non-essential employees. We don't have any employees that we can let go.

A motion was made by Dorota Kotowski, seconded by Doris Matey and passed approving Gabriel Sherian's promotion and Theresa Villani's promotion to full-time.

**OPEN ROLL CALL  
AFFIRMATIVE**

**Robert Ayres  
Dr. Berghammer  
Dorota Kotowski  
Doris Matey  
Diane Wilverding**

**Marilyn Coplan**

Ms. Wilverding suggested asking Greg Martucci (Dr. Robertozzi's former alternate) to review job descriptions for advice

Ms. Wilverding asked if the new part- time librarian has started yet.

The Director responded no he hasn't started yet. We are still waiting for the results.

**FUND RAISING**

Doris Matey, Chairperson:

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

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

Reported the June 6<sup>th</sup> 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 1<sup>st</sup>, a fundraiser will be held at Friendly's in Clark.

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

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

A murder mystery dinner will be held on September 10<sup>th</sup>.

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.

Mr. Baron commented that if the Library Board lends their name to the fundraisers, there should be a deadline for receiving funds.

Mrs. Matey will follow up.

### **POLICY COMMITTEE**

Chairperson Dr. Marlena Berghammer reported the following:

It is a good idea to get background checks on new employees. 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 Doris Matey, 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. Additionally, we should do periodic checks on employees.

### **OPEN ROLL CALL VOTE**

#### **AFFIRMATIVE:**

**Robert Ayres  
Dr. Marlena Berghammer  
Dorota Kotowski  
Doris Matey  
Diane Wilverding  
Marilyn Coplan**

## **DIRECTOR'S REPORT**

Director Dennis Purves reported on:

- 1) Most of the library's computers have been upgraded to Windows 10. We have until July 29<sup>th</sup> to get them all done.
- 2) Our projector broke and a replacement was donated by the Friends.
- 3) The fire alarm issue mentioned last month has been resolved.
- 4) The back flow valve was inspected by the City and we have passed.
- 5) Included in the packet is a request from library assistant Gabriel Sherian to receive a promotion to senior library assistant and a letter from library assistant Theresa Villani requesting that she be made full-time and that she would forego benefits should this happen. This could be done in lieu of replacing part-time assistant Jianna Gregorio.
- 6) On Tuesday, June 26<sup>th</sup>, I attended the Chamber of Commerce meeting held at the library.
- 7) As of this report, we are one week into the adult/young adult summer reading club. Bob Sadowski was the first week winner.
- 8) From June 3<sup>rd</sup> through July 7<sup>th</sup>, there were 4,328 checkouts, 3,869 check ins and 414 renewals. The meeting rooms were used thirty times. The computer lab was used three times.

## **UNFINISHED BUSINESS**

NONE

Mr. Baron requested before going into New Business, he requested President Coplan to go into Comments from the public and then go into executive session. A member of the Board of Trustees will take minutes which are required. Topics discussed will be union contracts, Board governance.

Ms. Wilverding commented on the passing of Doris Henel and requested the Board honor Mrs. Henel with a book plaque by the entrance of the library.

Mrs. Coplan requested the Director look into getting something in memory of Mrs. Henel.

**NEXT MEETING**

The next meeting is scheduled for Monday, September 12, 2016 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

**COMMENTS FROM THE PUBLIC**

Betty Piskorik stated if the Board reduces the Library hours, it will also reduce state aid.

**EXECUTIVE SESSION**

On a motion by Doris Matey, seconded by Dorota Kotowski and passed, the Board went into Executive Session meeting at 8:04 p.m.

Sincerely,

Marilyn Coplan  
President