

**LINDEN FREE PUBLIC LIBRARY  
31 EAST HENRY STREET  
LINDEN, NEW JERSEY  
BOARD MEETING  
BERNICE BEDRICK ROOM  
SEPTEMBER 11th, 2017**

**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. Berghammer  
Dorota Kotowski  
Joan A. Konrad  
Doris Matey  
Maria Pizzelli  
Diane Wilverding

Marilyn Coplan, President

***ALSO PRESENT:***

Dennis Purves

Luray Rusnock

Andrew Baron, Esq.

**EXCUSED:** Mayor Derek Armstead

Dr. Danny Robertozzi

**PRESENTATION OF GRAND PRIZE TO SUMMER READING  
CLUB WINNER KAREEMAH JONES**

Diane Wilverding made a motion to go into executive session. The motion was seconded by Dr. Berghammer and the motion carried.

Mr. Baron left the meeting upon completion of executive session.

**MINUTES**

On motion by Diane Wilverding, seconded by Maria Pizzelli, the minutes of the previous meeting (June 12<sup>th</sup>, 2017) were approved with one change.

Mrs. Coplan asked about the LUCC reception and reminded people to let the director know if they were planning to attend.

## **CORRESPONDENCE**

President Coplan reported that there was a blood drive on August 7<sup>th</sup>.

## **TREASURER'S REPORT & FINANCE COMMITTEE**

Robert Ayres, Treasurer:

Ms. Wilverding asked about the charge for the camera equipment.

Ms. Wilverding asked about the amount shown being spent for board expenses. Mr. Ayres said that the amount she's asking about is the total budgeted, not the amount spent.

Mr. Ayres reported that the total budget for 2017, including city allocation, state aid, and revenue, is approximately \$1,970,000. He projects that we will probably ask the City for approximately \$1,980,000 in 2018.

He reported that there was an error on the agenda in regards to the amount paid in bills which would need to be corrected. Mrs. Coplan said that they move on to the personnel report while Mrs. Rusnock worked on some figures.

## **PERSONNEL COMMITTEE**

Joan Konrad, Chairperson:

Mrs. Konrad reported that they received a resignation letter from Library Page Joanna Lyszczarz. She authorized hiring a replacement page.

## **BUILDINGS & GROUNDS**

Diane Wilverding, Chairperson:

Ms. Wilverding thanked Mr. Ayres for his work on the lawn during the summer, as well as donating the supplies. She said in October she'd need ROTC cadets on a Saturday or Sunday while the library is closed.

She asked if a dead tree, when removed, had burlap or chicken wire around it. Senior Library Assistant Carol Duffy, sitting in the audience, indicated that she had taken a picture of the tree when removed and it didn't.

She reported that the Carol Hohl tree is doing well.

She indicated that she had worked on the archive closet a few times and there are just a few boxes left to do.

The director reported that the boxes were never put in the shed like originally planned so as to avoid the ant problem in there. They were taken from the kitchen to the maintenance room. Mrs. Coplan asked if the exterminator was called about the ants and the director said yes.

## **TREASURER'S REPORT**

Returning to the treasurer's report, Mr. Ayres reported that from June 9<sup>th</sup> through September 11<sup>th</sup> bills were paid in the amount of \$164,927.57 from the general fund and \$3571.03 from the building fund.

On a motion from Joan Konrad, seconded by Dr. Berghammer, the treasurer's report was approved.

## **FUND RAISING**

Doris Matey, Chairperson:

Doris Matey reported that today was a fundraiser at Friendly's

The planned pocketbook bingo will be in spring instead of October.

50/50 tickets will be available shortly.

Friends president Dawn Beviano will have a full report for the October meeting.

### **POLICY COMMITTEE**

Diane Wilverding, Co-chairperson/Dr. Berghammer, Co-chairperson:

Ms. Wilverding reported that there is a new policy on using the 3-D printer and she was glad to see that use of the printer will be done by a staff member.

Mr. Ayres made a motion that the policy be accepted. It was seconded by Dorota Kotowski and passed.

She reported on the policy for the library offering notary public services.

Mrs. Matey made a motion that the policy be accepted. It was seconded by Mrs. Konrad and passed.

### **DIRECTOR'S REPORT**

Director Dennis Purves reported on:

- (1) On Wednesday, September 6<sup>th</sup>, police met with staff to go over procedures for dealing with drunken or otherwise unruly patrons. Most of the staff was there. There will need to be another session for the one who weren't. The gist of the meeting was that we should call them any time for incidents.

- (2) On Thursday, September 7<sup>th</sup>, Senior Librarian Elizabeth Piskorik attended the Adult Services LUCC meeting held at New Providence
- (3) On Friday, June 16<sup>th</sup>, I attended the LUCC meeting at the Fanwood Library. There was a final reminder about the annual reception to be held this Thursday at the library.
- (4) On Tuesday, June 27<sup>th</sup>, I attended the Chamber of Commerce meeting held at the library.
- (5) On Wednesday, August 30<sup>th</sup>, the library had a fire drill. Evacuation took 3:05 which was satisfactory.
- (6) From June 9<sup>th</sup> through September 7<sup>th</sup> there were 13,377 checkouts, 12,483 check-ins, and 1,276 renewals. In June the meeting rooms were used 24 times and the computer lab was used 3 times. In July the meeting rooms were used 19 times and the computer lab was used 3 times. In August the meeting rooms were used 9 times and the computer lab was used 3 times. There were 644 borrowers added in that period.
- (7) The adult summer reading club grand prize winner was Kareemah Jones. The other weekly winners were: Jeanne Golden, Bob Sadowsky, Joan Beviano, Frances Bonnano, Maureen McCauley, and Annette Guerra.

### **UNFINISHED BUSINESS**

Ms. Wilverding said that the claim put in by Library Assistant Theresa Villani would need to be addressed. Mrs. Coplan said that was up to the attorney and she would contact him.

### **NEW BUSINESS**

NONE

### **NEXT MEETING**

The next meeting scheduled for Monday, September 18<sup>th</sup>, 2017, at 6:30 pm in the Bernice Bedrick Room, 31 E. Henry Street, Linden.

### **COMMENTS FROM THE PUBLIC**

Senior Librarian Elizabeth Piskorik suggested that the flyer about the notary public specify the hours she'd be available as no other staff members will be able to offer the service.

### **ADJOURNMENT**

On a motion by Robert Ayres, seconded by Maria Pizzelli and passed, the meeting adjourned at 7:55 p.m.

Sincerely,

Joan A. Konrad  
Secretary