

ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
January 4, 2017

I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

The annual meeting of the Trustees of the Free Public Library of the Township of Roxbury was held on Wednesday, January 4, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:32 pm. Recording Secretary, Tracy Baltz was present and recorded the minutes.

The Pledge of Allegiance was recited by all present.

II. OPEN MEETING STATEMENT

Adequate notice of this meeting was given as required by the Open Public Meeting Act as follows: On January 11, 2016, notice was posted on the bulletin board in the main hallway of the Roxbury Public Library, filed with the township clerk, and sent to the Daily Record and the Roxbury Register newspapers. On January 12, 2016, notice was published in the Daily Record and on January 14, 2016 it was published in the Roxbury Register.

III. WELCOME & ROLL CALL

President, Jen Wasek welcomed the Trustees.

Present: Tracy Baltz, Roxana Caivano (Superintendent's Alternate), Jeanette Carey, Patti DeFilippis, Robert DeFillippo (Mayor's Representative), Aldo Palma, Janice Steigler, Jen Wasek

Absent: Carl Wronko - excused

Staff present: William Porter, Director

IV. AGENDA REVIEW

The agenda was changed under VII. New Business to add f. Heating System and g. Executive Session.

Then the agenda was reviewed and approved by unanimous consent.

V. PUBLIC PORTION OF THE MEETING

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There were no members of the public present.

VI. SPECIAL ORDERS

a. Election of Officers

Patti DeFilippis presented the following slate for the Board of Trustees for the Roxbury Public Library as recommended by the Nominating Committee.

President- Jen Wasek

Vice President- Aldo Palma

Recording Secretary- Tracy Baltz

Corresponding Secretary- Patti DeFilippis

Treasurer- Janice Steigler

A motion was made by Patti DeFilippis and seconded by Jeanette Carey to approve the slate as presented. The motion was approved by unanimous consent. (8)

b. Resolution 2017-1 Schedule of Regular Meetings

A motion was made by Jen Wasek and seconded by Janice Steigler to approve Resolution 2017-1 "Schedule of Regular Meetings" with one date correction. The Resolution was approved by unanimous consent. (8)

c. Resolution 2017-2 Designating Official Newspapers

A motion was made by Jen Wasek and seconded by Robert DeFillippo to approve Resolution 2017-2 "Designating Official Newspapers" of the Roxbury Public Library. The Resolution was approved by unanimous consent. (8)

d. Resolution 2017-3 Fixing Charge for Meeting Notice

A motion was made by Jen Wasek and seconded by Roxana Caivano to adopt Resolution 2017-3 "Fixing Charge for Meeting Notice." The Resolution was adopted by unanimous consent. (8)

VII. NEW BUSINESS

a. Signatories

There were no changes made to the signatories. They are Janice Steigler, Jen Wasek and Tracy Baltz.

b. Committee appointments

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The committee appointments were updated as follows.

Personnel- Roxana Caivano, Carl Wronko, Jeanette Carey, Jen Wasek
Building & Grounds- Robert DeFillippo, Aldo Palma, Carl Wronko, Jen Wasek
REACH (Relax-Educate-Advocate-Connect-Harmonize)- Patti DeFilippis, Tracy Baltz, Jeanette Carey, Jen Wasek
Strategic Planning- Roxana Caivano, Patti DeFilippis, Aldo Palma, Jen Wasek, (Janice Steigler- alternate)

Main St. Streetscape Committee- Aldo Palma, (Jeanette Carey- alternate)
Friends of the RPL- Tracy Baltz, (Patti DeFilippis- alternate)

c. 2017 Mileage reimbursement rate

A motion to adopt the IRS standard mileage reimbursement rate of 53 ½ cents per mile for 2017 was made by Tracy Baltz and seconded by Janice Steigler. The motion was approved by unanimous consent. (8)

d. Adoption of the 2017 Budget

A motion was made by Tracy Baltz and seconded by Aldo Palma to adopt the draft of the proposed 2017 Budget. The motion was approved by unanimous consent. (8)

e. 2017 Contracts

Director Porter presented the contract dated December 22, 2016 from Hassing and DeFilippis for legal services for 2017.

A motion to award the contract for General Counsel to the Public Library Board of Trustees to Hassing and DeFilippis was made by Jen Wasek and seconded by Janice Steigler. The motion was approved. (7)

Ayes: Tracy Baltz, Roxana Caivano, Jeanette Carey, Robert DeFillippo, Aldo Palma, Janice Steigler, Jen Wasek
Nays: none
Abstentions: Patti DeFilippis

f. Heating System

Director Porter presented the explanation and estimate for the repair of the heating system by Bergen Refrigeration.

A motion was made by Robert DeFillippo and seconded by Roxana Caivano to approve the repair to the heating system at the cost of \$3351. The motion was approved by unanimous consent. (8)

g. Executive Session

Jen Wasek offered a resolution to meet in Executive Session: Whereas the Open Public Meetings Act N.J.S.A. 10:4-6 et seq. authorizes a public body to meet in Executive Session to discuss certain subject matters; and Whereas said law requires the Board of Trustees to adopt a resolution at a public meeting before it can meet in such an Executive Session, Now, therefore, be it resolved that the Roxbury Public Library Board of Trustees does hereby determine that it is necessary to meet in Executive Session to discuss the matters listed below. The matters discussed will be disclosed to the public if and when the need for confidentiality no longer exists. The resolution was seconded by Janice Steigler and adopted unanimously at 6:57 pm.

The regular meeting resumed at 7:08 pm.

A motion was made by Roxana Caivano and seconded by Jen Wasek to increase by 2 ½ % the salary of Directon William Porter and to award him a one thousand dollar bonus in 2017 and an additional week of vacation. The motion was approved by unanimous consent. (8)

VIII. RECAP ACTION ITEMS

1. Publish Meeting Dates
2. Execute mileage rate
3. Notify bookkeeper that the budget was approved
4. Submit Hassing and DeFilippis contract
5. Publish resolutions
6. Schedule heating system repair
7. Complete Ching's evaluation

IX. ANNOUNCEMENTS

The next meeting is a regular meeting on Wednesday, January 25, 2017.

X. ADJOURN MEETING

The meeting was adjourned at 7:15 pm by unanimous consent of those present.

Prepared by Tracy Baltz on January 5, 2017.

Tracy R. Baltz

Tracy Baltz, Recording Secretary

1/25/17

Date