

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 25, 2017**

**I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

A regular meeting of the Trustees of the Free Public Library of the Township of Roxbury was held on January 25, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:35 pm. Tracy Baltz, Recording Secretary was present and recording the minutes.

The Pledge of Allegiance was recited by all present.

**II. OPEN PUBLIC MEETING STATEMENT**

Adequate notice of this meeting was given as required by the Open Public Meeting Act as follows: On January 5<sup>th</sup>, 2017 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 Roxbury Register newspapers. On January 12<sup>th</sup>, 2017 notice was published in the Daily Record.

**III. WELCOME & ROLL CALL**

**Members present:** Tracy Baltz, Roxana Caivano (Superintendent's Alternate), Jeanette Carey, Patti DeFilippis, Robert DeFillippo (Mayor's Representative), Aldo Palma, Jen Wasek, Carl Wronko

**Members absent:** Janice Steigler-excused

**Staff present:** Director Porter

**IV. AGENDA REVIEW**

Under Approval of Minutes remove b. and d.  
Add under New Business- b. Ebsco Industries Solicitation

The agenda was approved unanimously with the revisions.

**V. APPROVAL OF MINUTES**

**a. December 14, 2016 Regular Meeting-** The minutes of the December 14, 2016 meeting were approved unanimously by those present.

**b. January 4, 2017 Annual Meeting-** minutes of the January 4, 2017 Annual Meeting were approved unanimously by those present.

**VI. PUBLIC PORTION OF THE MEETING**

There were no members of the public present.

**VII. PRESIDENT'S REPORT- Jen Wasek**

Jen Wasek announced that the Read Across America event would be held at the library on Saturday, February 25<sup>th</sup>, 2017. Bob DeFillippo will speak with Fred Hall about dressing as the Cat in the Hat for the day of the event.

**VIII. DIRECTOR'S REPORT - Will Porter**

The Director's report dated January 25, 2017 and the Library Service and department reports were presented as submitted.

**IX. TREASURER'S REPORT - Janice Steigler**

- a. 2016 Actual vs. Budget
- b. January Balance Sheet
- c. January 2017 Actual vs. Budget
- d. 2016 YTD Monthly P & L
- e. 2017 Cash Analysis
- f. January Check Detail

The Trustees reviewed the reports as submitted by the Treasurer. Janice Steigler transferred \$53,300 on Sunday, January 22, 2017 from the Main Account to the Operating Account.

A motion was made by Tracy Baltz and seconded by Aldo Palma to approve the payment of checks #3494 through 3527 consecutively for a total of \$53,347.16. Those present approved the motion unanimously. (8)

A motion was made by Tracy Baltz and seconded by Jen Wasek to authorize payment of \$1,035.00 to Constant Contact for invoice dated January 18, 2017. The check will be disbursed upon verification of fund availability by the Treasurer and signature of two authorized trustees. The corresponding check # will be recorded in the February regular meeting check journal. Those present approved the motion unanimously. (8)

**X. CORRESPONDENCE – Patti DeFilippis**

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Patti reported that she sent a sympathy card to former Trustee Diana LaFemina-Rosa for the loss of her mother.

She sent a gift card to Janice Steigler for her surgery and received an email from Janice expressing her gratitude to the Board of Trustees.

**XI. COMMITTEE AND LIAISON REPORTS**

a. REACH – Patti DeFilippis

Patti reported that the four Little Libraries are still being stocked even in the cold weather. Tracy noted that she has received donations of children's books to be used to stock the Little Libraries.

Patti is still attempting to get something going with Merry Heart Nursing Facility.

b. Buildings and Grounds – Robert DeFillippo

Bob reported that the Township has included the paving of the rear parking lot of the library in this year's capital projects. It has been approved and the work will be done in 2017.

c. Mayor's Representative – Robert DeFillippo

Bob reported that the township budget process is underway and is going well.

He also updated the trustees on the plans for the Ledgewood Mall.

Bob said the process to hire a new Township Manager has begun.

Additionally, Bob told the trustees that the Township Volunteer Appreciation dinner would be held on Wednesday, February 22, 2017, which is the same date as the next regular meeting of the Board of Trustees.

A motion was made by Jen Wasek and seconded by Carl Wronko to cancel the February Trustees meeting and to pre-approve the February checks for payment. Those present approved the motion unanimously. (8)

d. Shared Services Advisory Committee – Robert DeFillippo

There was nothing to report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy reported that the Friends of RPL did not hold a meeting in January. However, the Friends did approve the purchase of a new disc repair machine prior to the end of 2016, which enabled the library to purchase the machine at a significant discount.

f. Main Street Streetscape – Aldo Palma

Aldo reported the committee did not meet in January.

g. Strategic Plan – Roxana Caivano

Roxana reported that the committee met with the representative from Library Development Solutions to begin the strategic planning process. The work is in the beginning stages and data collection is the main focus at this time.

h. Personnel Committee – Roxana Caivano

Roxana reported that the committee met with Chris Rath at the beginning of January and negotiations with the union are still ongoing.

## **XII. OLD BUSINESS**

a. 2017 Budget Revision draft

Director Porter explained that a flat budget request to the township council is indicated for this year.

A motion was made by Robert DeFillippo and seconded by Carl Wronko to approve the 2017 budget draft dated January 9, 2017.

Those present approved the motion unanimously. (8)

## **XIII. NEW BUSINESS**

Roxana Caivano left the meeting at 7:40 and returned at 7:42.

a. Janitorial Services contract proposals

Director Porter explained that Eastern Services had the lowest proposal.

A motion was made by Tracy Baltz and seconded by Jen Wasek to accept Eastern Services Janitorial contract dated January 6, 2017.

Those present approved the motion unanimously. (8)

Carl Wronko shared with the board a copy of a solicitation he received from Ebsco. The solicitation is somewhat misleading and represents the library as being partners with Ebsco in the solicitation.

Director Porter explained that Ebsco is our magazine wholesaler and this is Ebsco's attempt to get a charging station for the library via a local business. The trustees would like more information and Director Porter agreed to contact our representative with Ebsco to further discuss the solicitation.

#### **XIV. 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.

Personnel issues

The matters discussed will be disclosed to the public if and when the need for confidentiality no longer exists. The resolution was seconded by Tracy Baltz and adopted unanimously at 7:53 pm.

The Executive Session ended at 7:52 pm, at which time the regular meeting resumed.

A motion was made by Jen Wasek and seconded by Jeanette Carey to give Ching Loo a 2% raise and a one time \$250 bonus effective January 1, 2017.

Those present approved the motion unanimously. (8)

#### **XV. BOARD DEVELOPMENT**

There was none to report.

#### **XVI. RECAP ACTION ITEMS**

1. Get the date meetings were posted in the Roxbury Register
2. Call Ebsco about solicitation

3. Post the cancellation of the February meeting
4. Have invitations to Read Across America sent to the Board of Trustees
5. Submit Annual Report for State Aide
6. Begin to organize a Meet and Greet for the Board and Employees
7. Execute Janitorial Contract
8. Execute Ching's raise and bonus
9. Execute 2017 Budget Revision
10. Handle pre-approved February checks

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#### **XVI. ANNOUNCEMENTS**

Next meeting is March 29, 2017.

Read Across America is February 25, 2017.

Township Volunteer Appreciation event is February 22, 2017.

Dine to Donate for Roxbury Social Services at Legends is Feb. 28, 2017

Library Appreciation week begins April 10, 2017.

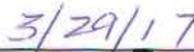
#### **XVII. ADJOURNMENT**

The meeting was adjourned by unanimous consent of all members present at 8:25 pm.

Prepared by Tracy Baltz on January 27, 2017.



Tracy Baltz, Recording Secretary



Date