

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 29, 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 March 29, 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 and on January 19, 2017 it was published in the Roxbury Register.

**III. WELCOME & ROLL CALL**

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

**Members absent:** Patti DeFilippis-excused, Carl Wronko-excused

**Staff present:** Director Porter

**IV. AGENDA REVIEW**

Under XI. h. Personnel Committee add Executive Session

The agenda was approved unanimously with the revision.

**V. APPROVAL OF MINUTES**

**a. January 25, 2017 Regular Meeting-** The minutes of the January 25, 2017 meeting were approved unanimously by those present. (7)

**VI. PUBLIC PORTION OF THE MEETING**

p.2

There were no members of the public present.

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

Jen reported that Trustee Carl Wronko is recuperating from quadruple bypass surgery. She thanked Robert DeFillippo for representing the library so well during the council budget process and for encouraging the council to allot an additional 5K into our budget for contingency needs. Additionally she thanked Director Porter for his efforts in the budgeting process.

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

The Director's report dated March 29, 2017 and the Library Service and department reports were presented as submitted.

Director Porter also discussed the potential Federal cuts to Library funding.

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

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

The reports were presented as submitted by Janice Steigler.

A motion was made by Janice Steigler and seconded by Robert DeFillippo to approve payment of January check #3528 for \$1,035 and February checks #3529 through #3560 for a total of \$27,434.71.

Those present approved the motion unanimously. (7)

Janice reported that she transferred \$27,000 on Wednesday, February 22, 2017 from the Main Account to the Operating Account.

A motion was made by Janice Steigler and seconded by Tracy Baltz to approve the payment of checks #3561 through #3590 consecutively for a total of \$19,092.22, Those present approved the motion unanimously. (7)

Janice reported that she transferred \$19,500 on Wednesday, March 29, 2017 from the Main Account to the Operating Account.

Janice reported that the library received a check in the amount of \$91,506.95 from the Township of Roxbury. The check represents the balance of 1/3 mil for 2016 (31,506.95) and 1<sup>st</sup> quarterly allotment for 2017 (\$60,000). This was deposited on Wednesday, February 15, 2017.

A motion was made by Janice Steigler and seconded by Jen Wasek to approve the transfer of \$53,238.78 from the general fund to the Capital Fund representing net revenue above the established \$120,000 undesignated reserve balance in 2016. Those present approved the motion unanimously. (7)

A motion was made by Janice Steigler and seconded by Aldo Palma to approve the transfer of \$73.88 from the general fund to the Expansion Fund representing interest earned in the Expansion account and to transfer \$1,323.74 from the general fund to the Development Fund representing \$89.24 in interest earned in the Development account and \$1,234.50 in undesignated gifts received in 2016. Those present approved the motion unanimously. (7)

A motion was made by Janice Steigler and seconded by Jeanette Carey to move \$1,800.02 from the Main Account to the Development Account so the account balance coordinates with fund balance. Those present approved the motion unanimously. (7)

#### **X. CORRESPONDENCE – Patti DeFilippis**

Jen Wasek reported that Patti DeFilippis sent a card to Carl Wronko from the Trustees.

#### **XI. COMMITTEE AND LIAISON REPORTS**

##### **a. REACH – Patti DeFilippis**

Jen Wasek reported that the REACH committee met in March and have made plans to recognize the staff with a luncheon and ice cream day during National Library Appreciation Week.

She also reported that the committee is planning to recognize the library volunteers with personal notes this year and that in the future volunteer would be recognized with an Open House and Volunteer recognition event closer to the Library Appreciation Week.

Additionally, REACH is exploring ways to get the seniors in town involved at the library with an event for senior citizens.

##### **b. Buildings and Grounds – Robert DeFillippo**

Bob reported that Fire Company #1 is planning a 100<sup>th</sup> Anniversary Celebration for Saturday, August 12, 2017. The event will take place on Main St. and viewing stand are currently planned to be located in front of the library.

Director Porter will ask that a representative from Company #1 attend our next Trustee meeting.

c. Mayor's Representative – Robert DeFillippo

Bob reported that the budget presented by the council has zero tax increase. Additionally, he reported that the council has concluded the interviewing process for a new Township Manager.

Lastly, he suggested that the Trustees present information to the council about our Strategic Plan once the process has concluded.

d. Shared Services Advisory Committee – Robert DeFillippo

There was nothing new to report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy reported that the Friends contributed the funds for and Android Tablet to be used as an incentive prize for the Strategic Planning process.

f. Main Street Streetscape – Aldo Palma

Aldo reported that the Home for the Holiday Event is scheduled for December 2, 2017 and they have begun securing vendors such as the horse drawn carriage ride.

g. Strategic Plan – Roxana Caivano

Roxana noted that work can begin in the Quiet Room in early May as indicated in the current strategic plan.

h. Personnel Committee – Roxana Caivano

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 8:02 pm.

8:06 pm Jen Wasek stepped out and returned at 8:08 pm.

8:15 pm Aldo Palma stepped out and returned at 8:17 pm.

At 8:15 pm Robert DeFillippo exited the meeting.

The Executive Session ended at 8:23 pm, at which time the regular meeting resumed.

**XII. OLD BUSINESS**

There was none to discuss.

**XIII. NEW BUSINESS**

a. Annual Report for State Aid

Materials were distributed to the Trustees for informational purpose.

b. 2016 Audit proposal

A motion was made by Tracy Baltz and seconded by Jeanette Carey to approve the NISIVOCCIA audit proposal dated March 21, 2017 for \$3625.

Those present approved the motion unanimously. (6)

c. 2016 Budget-final revision

A motion was made by Janice Steigler and seconded by Jen Wasek to approve the final revision of the 2016 Operating Budget dated March 22, 2017.

Those present approved the motion unanimously. (6)

d. 2017 Lawn Care proposal

A motion was made by Tracy Baltz and seconded by Aldo Palma to accept the Lawn Maintenance proposal from Fullerton Grounds Maintenance for 2017 dated December 30, 2016 for \$3580.

Those present approved the motion unanimously. (6)

**XIV. BOARD DEVELOPMENT**

**p6**

None.

**XV. RECAP ACTION ITEMS**

1. Remind staff to put out Friends donation jar at programs
2. Begin to formulate contingency plans in the event the is the loss of Federal Funds
3. Check with Parsippany library about their Gala event including cost and donations received.
4. Tell staff about the plans in place for Library Appreciation Week (Apr. 10-15)
5. Ask Fire Co. #1 to send a representative to April Trustee meeting
6. Execute Budget Revision
7. Execute Fullerton Contract
8. Execute NISIVOCIA contract

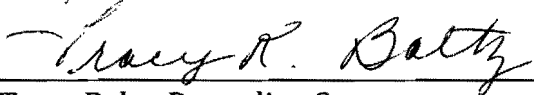
**XVI. ANNOUNCEMENTS**

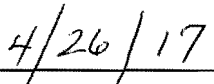
The next Trustee meeting is April 26, 2017.

**XVII. ADJOURNMENT**

The meeting was adjourned by unanimous consent of all members present at 8:35 pm.

Prepared by Tracy Baltz on April 3, 2017.

  
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Tracy Baltz, Recording Secretary

  
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Date