

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 26, 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 April 26, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:27 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 5th, 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 12th, 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-Late-excused- arrived 6:35pm), Jeanette Carey, Robert DeFillippo (Mayor's Representative), Aldo Palma, Janice Steigler, Jen Wasek

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

Staff present: Director Will Porter

IV. AGENDA REVIEW

The agenda was approved as presented.

V. APPROVAL OF MINUTES

a. March 29 Regular Meeting- The minutes of the March 29, 2017 regular meeting were approved as presented.

VI. PUBLIC PORTION OF THE MEETING

There were three members of the public present. P2
Tommy Bilancia, 6 Helen St. Succasunna, NJ- member of Roxbury Fire Co.#1
Kyle Hoffman, 5 Gregory Dr. Kenvil, NJ- Chief of Roxbury Fire Co.#1
Jim Leonard, 30 Green Rd. Mine Hill, NJ- N.J. Parade Consultants

The representative from Roxbury Fire Co. #1 and the representative from NJ Parade Consultants came before the Trustees to discuss the Parade and Celebration that will take place on Saturday, August 2, 2017 to mark the 100th Anniversary of Roxbury Fire Co. #1.

Firefighter Bilancia noted that 300 invitations have been sent to fire companies in the area and to local and state dignitaries. The parade is scheduled to begin promptly at 1 pm and will take place rain or shine. Main Street will be closed to regular traffic approximately 30 minutes before the parade and will not reopen until the conclusion of the parade. There will be a reviewing stand directly in front of the library on Main St. The Chief and Bilancia offered thanks to the library for supporting the event. Mr. Leonard is assisting Co #1 with the planning and logistics of the event. The parade is estimated to take from 1 ½ to 3 hours. Following the parade all participants and those in attendance are invited to the Fire House where food and refreshments will be served. Additionally, trophies will be presented following the parade at the Fire House on Main St. The committee is soliciting trophy sponsors.

The Trustees noted that there is an event scheduled for Summer Reading Program participants that morning at the library. The time of the event will be scheduled so that participants may exit the parking area before Main St. is closed if they do not wish to stay for the parade and Anniversary celebration. The library will close at noon on August 2, 2017 rather than at 1 pm to accommodate the parade. The Trustees agreed to make the restrooms available. Director Porter suggested that the committee keeps him informed of any updates and said he would be the contact person at the library.

VII. PRESIDENT'S REPORT- Jen Wasek

Jen had no additional report.

VIII. DIRECTOR'S REPORT - Will Porter

The Director's report dated April 26, 2017 and the Library Service and department reports were presented as submitted.

Will reported that he and Bob De Fillippo attended a Legislative breakfast together. The NJ Library Association shared information about a construction bond bill currently in the NJ legislature that they are trying to drum up support for in committees. If supported the bill would go to referendum. The bill would provide

money to libraries that would like to do construction projects but would require the library/municipality to match half the cost.

X. TREASURER'S REPORT – Janice Steigler

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

The reports were presented as submitted by Janice Steigler.

A motion was made by Janice Steigler and seconded by Aldo Palma to approve payment of checks #3591 through #3620 consecutively for a total of \$17,615.46. Those present approved the motion unanimously. (7)

Janice reported that she transferred \$17,700.00 on Wednesday, April 26, 2017 from the Main Account to the Operating Account.

She also reported that a check from the Friends in the amount of \$500.00 was deposited on April 10, 2017. The check was to replace a check from the Roxbury Rotary Club that was made out to the Friends rather than to the library.

She reported that we received a check from the Township of Roxbury in the amount of \$16,600.65 representing the Library's portion of an insurance dividend for 2016. This was deposited on April 5, 2017 into the Main Account.

X. CORRESPONDENCE – Patti DeFilippis

Jen Wasek reported that Patti had received two thank you notes to the Trustees, one from the Wronko's and one from the staff for the luncheon and ice cream day during Library Appreciation week.

Additionally, Patti sent a thank you note to Pete Freund at Cliff's for the ice cream donation.

XI. COMMITTEE AND LIAISON REPORTS

- a. REACH – Patti DeFilippis

Jen Wasek reported that the REACH committee met and had originally planned to reach out to the Senior citizens but the group is rethinking their plans. They are trying to come up with ways to engage the teens in town.

The Trustees suggested possibly having a concert in the parking lot for teens during the summer with refreshments from 5pm to 8pm.

Additionally, it was recommended that we attend a RHS student council meeting in the Fall to ask if the students have any suggestions for ways the student council and the library can team up to do something together at the library.

It was also suggested that we should have a library table at the Student Council event at HSL, the Beach Blast and any other township events.

b. Buildings and Grounds – Robert DeFillippo

No report.

c. Mayor's Representative – Robert DeFillippo

Bob reported that the Town Council has completed the search and has come to an agreement with John Shephard from North Huntingdon, PA to serve as the next Township Manager. He will replace current manager Chris Raths and will begin his work here at the end of May.

d. Shared Services Advisory Committee – Robert DeFillippo

No report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy reported that Monday, May 1, 2017 is the Friends Annual Meeting. The election of new officers will take place at that meeting. Tracy indicated that Janet Rose the current president has indicated that she will be stepping down as president but will remain involved.

Also, the Friends were appreciative of the cupcakes presented to them as the last Friends meeting for Library Appreciation week.

f. Main Street Streetscape – Aldo Palma

No report.

g. Strategic Plan – Roxana Caivano

No report.

h. Personnel Committee – Roxana Caivano

Roxana reported that Chris Rath is scheduled to meet with the union representatives on May 10, 2017 to present the current agreement in an effort to obtain a memorandum of intent.

XII. OLD BUSINESS

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XIII. NEW BUSINESS

a. Library Use Policy revision

Director Porter reviewed the changes to the Library Use Policy.

A motion was made by Tracy Baltz and seconded by Roxana Caivano to approve the Roxbury Public Library Use Policy draft dated April 26, 2017.

Those present approved the motion unanimously. (7)

XIV. BOARD DEVELOPMENT

Bob fulfilled 2 hours of Board Development at the Legislative breakfast.

XV. RECAP ACTION ITEMS

1. Keep Trustees informed of information about changes in Library Funding
2. Execute Library Use Policy revision
3. Confirm that a thank you was sent to the Roxbury Rotary
4. Find out if the Friends want to sell books at the RHS Student Council event at HSL on May 20, 2017
5. Thank Janet Rose for her service as outgoing President of the Friends
6. Books to Pat Beach for Landing little library

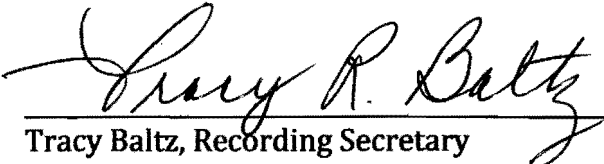
XVI. ANNOUNCEMENTS

The next regular meeting is scheduled for May 31, 2017.

XVII. ADJOURNMENT

The meeting was adjourned by unanimous consent of all members present at 8:30 pm.

Prepared by Tracy Baltz on April 27, 2017.


Tracy Baltz, Recording Secretary

5/31/17
Date