

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 31, 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 May 31, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:32 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), Jeanette Carey, Patti DeFilippis, Robert DeFillippo (Mayor's Representative), Aldo Palma (late-excused-arrived 6:40 pm), Janice Steigler, Jen Wasek

Members absent: Carl Wronko-excused

Staff present: Director Will Porter

IV. AGENDA REVIEW

Under New Business add e. Little Library at HSL
Under Personnel Committee Report add 1. Closed session

The agenda was unanimously accepted with the additions.

V. APPROVAL OF MINUTES

a. April 26, 2017 Regular Meeting- The minutes of the April 26, 2017 regular meeting were approved as submitted.

VI. PUBLIC PORTION OF THE MEETING

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There were four members of the public present. Karen and Paul Castellano (230 Main St. Ledgewood) and their two children were in attendance.

Director Porter presented Karen Castellano with a tablet. She was selected from among more than one thousand participants who completed the survey for the Strategic Plan.

Following the presentation the Castellano family exited the meeting.

VII. PRESIDENT'S REPORT- Jen Wasek

Jen had no additional report.

VIII. DIRECTOR'S REPORT – Will Porter

The Director's report dated May 31, 2017 and the Library Service and department reports were presented as submitted.

In addition to a review of his report, Director Porter noted that MAIN has had a recent rule change that allows ALL students K-12 who attend school in the town (public and private schools) to obtain a library card even if they are not residents of the township.

Director Porter noted that his vacation will take place at the end of July and will mean that he is away for the July regular meeting. It was noted that other members of the Board will be away for the meeting as well.

A motion was made by Janice Steigler and seconded by Robert DeFillippo to cancel the July Trustee meeting scheduled for July 26, 2017 due to multiple vacation conflicts.

Those present approved the motion unanimously. (8)

IX. TREASURER'S REPORT – Janice Steigler

- a. May Actual vs. Budget
- b. May Balance Sheet
- c. YTD Monthly P & L
- d. 2017 Cash Analysis
- e. May 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 #3621 through #3651 consecutively for a total of \$25,493.63. Those present approved the motion unanimously. (8)

Janice noted that she transferred \$25,500.00 on Wednesday, May 31, 2017 from the Main Account to the Operating Account.

X. CORRESPONDENCE – Patti DeFilippis

Patti reported that the Trustees received a thank you note from Janet Rose for the flowers and also noted that she redelivered the note to Cliff's Ice Cream by hand to thank them for their donation for Library appreciation week.

XI. COMMITTEE AND LIAISON REPORTS

a. REACH – Patti DeFilippis

Patti expressed her interest in expanding the little libraries program. After discussion it was decided that it would be too difficult to handle the book exchange at additional sites with the current manpower.

b. Buildings and Grounds – Robert DeFillippo

Bob reported that Spectrum is currently willing to give their input into the gazebo project.

c. Mayor's Representative – Robert DeFillippo

Bob reported that John Shepherd has begun serving as Township Manager. He suggested that the Trustees invite him to attend our August meeting so he can meet the Board members.

He noted that Neighborhood Night Out is being combined this year with the Beach Blast.

He also told the Trustees that the site plan for the Ledgewood Mall has been approved and work should begin shortly.

Lastly, Bob reported that the county is renovating the Historic School House building in Berkshire Valley. Bob has suggested that the renovated building would be an ideal site for a satellite library. This idea was well received.

d. Shared Services Advisory Committee – Robert DeFillippo

No report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy was not able to attend the Friends Annual Meeting. Jeanette Carey, Aldo Palma and Director Porter attended the meeting. They presented outgoing Friend's president Janet Rose with flowers. The new President of the Friend's is Pat Beach and Stu Bauer is the new Vice President.

f. Main Street Streetscape – Aldo Palma

Aldo reported that the group held a meeting on May 15, 2017 with Michele O'Hallerin the new assistant to the Township manager. The committee is scheduling the events for the Home For the Holiday Event on December 2, 2017.

g. Strategic Plan – Roxana Caivano

Roxana reported that the survey phase of the strategic plan is complete. The committee will meet in June to discuss the results.

h. Personnel Committee – Roxana Caivano
1. 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

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 7:35 pm.

The Executive Session ended at 8:03 pm, at which time the regular meeting resumed.

8:03 Aldo Palma stepped out and returned at 8:05 pm.

XII. OLD BUSINESS

XIII. NEW BUSINESS

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a. Corey Peters emails- FYI

Director Porter explained that some libraries and Trustees in the state are getting emails from an unknown person, Corey Peters. He asked that in the event that a Trustee gets correspondence from "Corey Peters" to pass it along to him.

b. Annual Report 2016

1. Draft in packet

Director Porter shared the draft of the annual report. He will make typo corrections and send it out. It will also be available at the Library table at Beach Blast.

c. Closing time on Saturday, August 12, 2017

1. Fire Co. 1 Parade

2. Director recommendation: 12:30 pm closing

A motion was made by Janice Steigler and seconded by Jeanette Carey to close the library on Saturday, August 12, 2017 at 12:30 pm due to the Fire Co. #1 Parade on Main Street.

Those present approved the motion unanimously. (8)

d. Bergen Refrigeration repair/maintenance proposal

A motion was made by Tracy Baltz and seconded by Jeanette Carey to accept the repair/maintenance proposal from Bergen Refrigeration dated May 5, 2017 for spring maintenance.

Those present approved the motion unanimously. (8)

e. Little Library at HSL

Director Porter discussed that the Little Library at Horseshoe Lake had been vandalized. He told the Trustees that he spoke with Rick Blood about the incident and reported that the town does not perpetually care for Eagle Scout projects.

The cost of materials to repair the little library will be under a hundred dollars but there is labor involved to do the actual repairs. Bob DeFillippo volunteered to speak with Rick Blood and Mark Crowley about repairing the structure.

XIV. BOARD DEVELOPMENT

There is none to report.

XV. RECAP ACTION ITEMS

1. Speak to Betty about what items should be available to the public at the library table at Beach Blast.

2. Cancel July meeting. Post notifications. P.6
3. Talk to John Shepherd and invite him to our August meeting.
4. Research low staff library models
5. Talk to Spectrum about the Gazebo
6. Set closing time at 12:30 on August 12, 2017. Post.
7. Execute Bergen Refrigeration proposal


XVI. ANNOUNCEMENTS

The next regular meeting is scheduled for June 28, 2017.

XVII. ADJOURNMENT

The meeting was adjourned by unanimous consent of all members present at 8:24 pm.

Prepared by Tracy Baltz on June 4, 2017.



Tracy Baltz, Recording Secretary

6/28/2017
Date