

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 28, 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 June 28, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:45 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, Jeanette Carey, Patti DeFilippis, Robert DeFillippo (Mayor's Representative), Aldo Palma, Janice Steigler, Jen Wasek, Roxana Caivano (Superintendent's Alternate) via speakerphone

Members absent: none

Staff present: Director Will Porter

IV. AGENDA REVIEW

The agenda was accepted as presented.

V. APPROVAL OF MINUTES

a. May 31 Regular Meeting- The minutes of the May 31, 2017 regular meeting were approved as submitted.

VI. PUBLIC PORTION OF THE MEETING

No members of the public were present.

VII. PRESIDENT'S REPORT- Jen Wasek

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Jen Wasek extended best wishes to Director Porter and thanked him for his service to the Roxbury Public Library. She noted the strides made by the library under his tenure and recognized Director Porter's accomplishments.

Additionally, Jen noted that Carl Wronko has submitted a letter of resignation to the Library Board of Trustees.

Jen told the Board that she attended the Eagle Ceremony for Hunter Webb. Hunter was the scout that built and installed the Little Libraries at HSL, Kiwanis, and Landing Park.

VIII. DIRECTOR'S REPORT - Will Porter

Director Porter thanked the Board for their well wishes on his new position in Sussex County.

The Director's report dated June 28, 2017 and the Library Service and department reports were presented as submitted.

Additionally, Will told the Board that he received a message on June 28, 2017 from Alyssa Greenberg, a local attorney with a client who would like to include the library in her will. Will suggests that we ask that the bequest be designated as unrestricted.

The interior renovations to the library are nearly completed.

The Strategic Plan Committee met with the consultants on June 17, 2017. The meeting included fruitful discussion and showed that the results of the survey included mostly positive comments.

The library sold its first MAIN pay card.

There are already over 450 children registered for the summer reading program.

IX. TREASURER'S REPORT - Janice Steigler

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

The reports were presented as submitted by Janice Steigler.

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A motion was made by Janice Steigler and seconded by Bob DeFillippo to approve payment of checks #3652 through #3680 consecutively for a total of \$19,072.00. Those present approved the motion unanimously. (7)

Janice noted that she transferred \$19,000.00 on Monday, June 26, 2017 from the Main Account to the Operating Account.

She also told the Board that we received a check from the Township of Roxbury, in the amount of \$85,000. The check represents the second quarter allotment for operating expenses. This was deposited into the Main Account on Friday, June 23, 2017.

X. CORRESPONDENCE – Patti DeFilippis

There was no correspondence to report.

XI. COMMITTEE AND LIAISON REPORTS

a. REACH – Patti DeFilippis

Patti noted that she had replenished the books at the Quality Inn Little Library and had checked on the Landing site. Tracy has replenished the books at Kiwanis.

b. Buildings and Grounds – Robert DeFillippo

Bob discussed the Gazebo project with Don Dyrness from Main Street Home Improvement (formerly Spectrum). They will move the gazebo and do the upgrades for \$20K. They feel the project can be completed by Succasunny Day in September.

Additionally, Bob has mentioned to the Township Council that the library would like to use some of the space at the schoolhouse renovation site in Berkshire Valley to use as a satellite library. Both this project and the gazebo project are library expansion projects.

The Trustees discussed using funds from the designated expansion account to fund the projects.

A motion was made by Tracy Baltz and seconded by Janice Steigler to use up to \$20,000 from the designated expansion account to complete the gazebo project with Bob DeFillippo overseeing the project to be completed by Main Street Home Improvement Co.

Those present approved the motion unanimously. (7)

Jen and Bob agreed to schedule a meeting with Don Dyrness.

c. Mayor's Representative – Robert DeFillippo

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Bob told the Trustees that John Shepherd has hit the ground running and seems to be doing a great job as new Township Manager.

Bob has spoken with John about the vandalized little library at Horseshoe Lake. They are working on a township policy to address the town's responsibility for existing and new Eagle Scout projects around town. In the mean time, Bob will get Rich Blood and the Township Manager to get the damaged little library repaired as soon as possible.

Bob noted that Councilman Gary Behrens resigned. The Republican Committee in town will solicit Ward 2 Republican candidates and will fill the position with a qualified candidate who will serve until the next general election.

Bob noted that the Ledgewood Mall project would be underway very soon.

d. Shared Services Advisory Committee – Robert DeFillippo

There was nothing new to report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy told the Board that the Friends would not be meeting in July.

She asked Director Porter to remind the staff to make sure the Friends donation jar is visible at all programs and requests are made at each program for contributions. The Trustees agreed that a script to request donations would make it easier and Will agreed to draft a short script for the staff. Patti volunteered to make the donation jar more visible.

f. Main Street Streetscape – Aldo Palma

Aldo reported that the Roxbury Chamber of Commerce will pay for half of the cost of carriage rides at the Home for the Holiday event and that the Rotary Club will be approached for the other half.

g. Strategic Plan – Roxana Caivano

Roxana reported that we are waiting for the final report from the consultants before the committee can proceed.

h. Personnel Committee – Roxana Caivano

Roxana and Jen have scheduled a meeting with John Shepherd to discuss the contract negotiations for July 12, 2017.

XII. OLD BUSINESS

a. Pre-approval of checks to be paid in July

A motion was made by Janice Steigler and seconded by Aldo Palma to pre approve the July checks for payment.

Those present approved the motion unanimously. (7)

XIII. NEW BUSINESS

a. Acceptance of the Library Director's resignation

A motion was regretfully made by Jen Wasek and seconded reluctantly by Janice Steigler to accept the Library Director's resignation.

Those present regretfully approved the motion unanimously. (7)

b. 2017 Operating budget revision

A motion was made by Tracy Baltz and seconded by Jen Wasek to approve the revision to the 2017 Roxbury Library Budget draft dated 6/20/2017.

Those present approved the motion unanimously. (7)

c. Interim Director & Director search proposals

A motion was made by Janice Steigler and seconded by Aldo Palma to accept the Pro Libra contracts dated 6/16/2017 to include the contract fee for the search for a permanent director as well as the hourly interim fee contract.

Those present approved the motion unanimously. (7)

Roxana will hold a meeting of the personnel committee to discuss the search process and the interim with Pro Libra.

Jeanette Carey stepped out at 8:10 pm and returned at 8:13 pm.

XIV. BOARD DEVELOPMENT

There was none to report.

XV. RECAP ACTION ITEMS

1. Check with Lynn to see how many summer reading registrations are from Berkshire Valley area
2. Reiterate to staff to put out Friends Jar and to mention it.
3. Coordinate a script with Friends
4. Determine if interim can overlap with Will for a few days

6. Budget revision to bookkeeper
7. Coordinate conference call or meeting with Pro Libra and Personnel committee

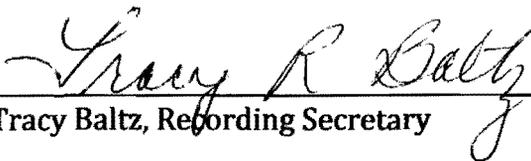
XVI. ANNOUNCEMENTS

The next meeting is August 30, 2017

XVII. ADJOURNMENT

The meeting was adjourned by unanimous consent of all members present at 8:16 pm.

Prepared by Tracy Baltz on June 29, 2017.



Tracy Baltz, Recording Secretary

8/31/17

Date