

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 30, 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 August 30, 2017 at the Roxbury Public Library. Aldo Palma called the meeting to order at 6:31 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, Robert DeFillippo (Mayor's Representative), Aldo Palma, Janice Steigler, Diane Sudo

Members absent: Patti DeFilippis (excused), Jen Wasek (excused)

Staff present: Jim Hecht (Interim Director)

IV. WELCOME & OATH OF OFFICE- DIANE SUDO

Aldo Palma introduced Diane Sudo and welcomed her as the newest member of the Board of Trustees. He then administered the Oath of Office.

V. AGENDA REVIEW

The agenda was accepted as submitted with a. Approval of 2016 Audit under New Business moved to the first order of business.

Immediately following the Agenda Review, Aldo Palma read Resolution 40A: 5A-15.

A motion was made by Tracy Baltz and seconded by Jeanette Carey to approve Resolution 40A: 5A-15 to accept the 2016 Audit as presented and comply with the Local Finance Board of NJ requirements.

Those present approved the motion unanimously. (7)

Those present signed the Group Affidavit in the presence of a Notary Public of NJ certifying that we have reviewed the Annual Report of Audit for 2016 and have fulfilled our duties pursuant to the Local Finance Board Regulations.

VI. BUILDINGS AND GROUNDS- Robert DeFillippo

Bob introduced Daniel and Donald Dyrness (contact information appears in the public meeting portion of the agenda) of Main Street Custom Homes & Remodeling who are doing the gazebo project in front of the library. They discussed the project with the Trustees and assured the group that the project will be complete for Suckasunny Day on September 9, 2017 and will be completed under the agreed upon budget. They suggest that the library put up a display in the library with photographs of the renovation and historical information about the original gazebo.

Daniel and Donald Dyrness exited the meeting at 7:07 pm.

VII. WELCOME TOWNSHIP MANAGER JOHN SHEPHERD

Bob DeFillippo introduced the new Township Manager, John Shepherd. Mr. Shepherd (contact information appears in the public meeting portion of the agenda), spoke a little about his background and about his move to Roxbury.

Aldo Palma offered a resolution to go into 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 7:11 pm.

The Executive Session ended at 7:26 pm, at which time the regular meeting resumed.

John Shepherd exited the meeting at 7:27pm.

Roxana Caivano exited the meeting at 7:29 pm and returned at 7:30pm.

VIII. APPROVAL OF MINUTES

a. June 28, 2017 Regular Meeting

The minutes of the June 28, 2017 meeting were accepted with a spelling correction.

b. August 16, 2017 Emergency Meeting

The minutes of the August 16, 2017 meeting were accepted as submitted.

IX. PUBLIC PORTION OF THE MEETING

Members of the public present at the beginning of the meeting are as follows.

Daniel Dyrness, 109 Main Street, Succasunna, NJ 07876 973-998-7300

Donald J. Dyrness, 109 Main Street, Succasunna, NJ 07876 973-998-7300

John M. Shepherd, 1715 Route 46, Ledgewood, NJ 07852 973-448 2002

X. PRESIDENT'S REPORT- Jen Wasek

Aldo reported that Jen requested that the Trustees assist at the library table on Succasunny Day. Jen and Patti are planning to be there for the day. A sign up sheet was circulated.

XI. DIRECTOR'S REPORT – Jim Hecht

The Director's report dated July/August 2017 and the Library Service and department reports were presented as submitted.

Director Hecht noted that a patron who had his library privileges revoked had contacted him. Jim told the patron he could request a hearing to have his library rights reinstated. The patron has not made additional contact.

Jim will follow up on a class action lawsuit in which we have been named a plaintiff.

XII. TREASURER'S REPORT – Janice Steigler

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

The reports were presented as submitted by Janice. P.4
Janice reported for informational purposes that the previously approved July checks #3681 through #3721 consecutively were mailed out for a total of \$71,995.59. She transferred \$72,000.00 on Wednesday, July 26, 2017 from the Main Account to the Operating Account for payment of the July checks.

On Monday, August 14, 2017 Janice transferred \$30,000.00 from the Expansion Savings account to the Operating Account as previously approved by the board to cover expenses to move the gazebo.

Check #3722 was approved at the August 16, 2017 emergency meeting for \$15,120 to Main Street Custom Homes and Remodeling.

A motion was made by Janice Steigler and seconded by Tracy Baltz to approve payment of checks #3723 through #3745 consecutively for a total of \$27,052.21. Those present approved the motion unanimously. (7)

Janice transferred \$27,000.00 on Saturday, August 26, 2017 from the Main Account to the Operating Account.

A motion was made by Janice Steigler and seconded by Jeanette Carey to pre approve a check for \$3,631.89 to Main Street Custom Homes and Remodeling for lumber, concrete supplies and permit fees for the gazebo project. Those present approved the motion unanimously. (7)

XIII. CORRESPONDENCE – Patti DeFilippis

Patti was not present but Roxana reported that she sent flowers to Patti from the Trustees.

XIV. COMMITTEE AND LIAISON REPORTS

a. REACH – Patti DeFilippis

Jeanette Carey reported that the HSL Little Library has been vandalized again. The plexi-glass on the door is broken. Bob will talk to both Rich Blood and the Police Department to see what can be done.

b. Buildings and Grounds – Robert DeFillippo
Done earlier in meeting.

c. Mayor’s Representative – Robert DeFillippo
Done earlier in meeting.

d. Shared Services Advisory Committee – Robert DeFillippo
No report.

e. Friends of the Roxbury Public Library – Tracy Baltz

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Tracy reported that the Friends are preparing for the Suckasunny Day used book sale fundraiser. She noted that the Friends have requested that the Trustees represent the Friends at the library table on Suckasunny Day as has been done in the past. Tracy will make a sign for the Friends group to hang on the table.

Tracy told the Trustees that the Friends are moving their meetings to the second Monday of each month beginning in 2018.

f. Main Street Streetscape – Aldo Palma

Aldo reported updates for the vendors and activities for the Home for the Holiday event. He reported that the committee would like us to plant an evergreen on the Library property for the tree lighting. Bob requested that the committee coordinate "Tree Lightings " with the recreation department.

Aldo also told the board that the committee would like to place a speaker in the gazebo to play music during the event when there are not performances going on. The Trustees agreed that this would be agreeable. However, the Trustees indicated that they hope the performances are at the gazebo in light of the renovations.

Aldo will provide an updated schedule when it is available.

g. Strategic Plan – Roxana Caivano

Roxana indicated that we are still waiting for the final draft of the report.

h. Personnel Committee – Roxana Caivano

Roxana reported that the interview process for the search for a new library director has begun. Two candidates have been interviewed and there are four additional interviews scheduled,

Roxana requested that the Trustees keep September 20, 2017 available for a tentative emergency meeting at which time the board would meet and interview the finalists.

XV. NEW BUSINESS

a. Approval of 2016 Audit- Completed at the beginning of the meeting

b. Approval of 2018 Meeting dates-

A motion was made by Tracy Baltz and seconded by Janice Steigler to accept the 2018 meeting dates with the October meeting to be held on October 24, 2018 not on the 31st.

Those present approved the motion unanimously. (7)

c. Review of the 2018-2023 Capital Plan and timeline for submission to the Township

Jim Hecht presented the timeline for submission of Capital Plans to the council. The Trustees reviewed the plan and discussed what changes would need to be made. Jim will speak with Rick Blood about the parking lot drainage, paving and bathroom updating so that we can submit our plans.

XVI. BOARD DEVELOPMENT

Tracy Baltz and Janice Steigler each completed the Short Takes for Trustees made available through the NJ Library Trustee Association. The NJLTA will be providing the confirmations for development hours.

Both, Tracy and Janice recommended that other Trustees view the videos as each of the sessions offered valuable insight and suggestions. They shared some of what they learned with the board.

XVII. RECAP ACTION ITEMS

1. Speak to Will Porter about the resources for fixed assets accounting and reporting system mentioned in the audit report.
2. Send Audit response and resolution.
3. Follow up with Bob to put up display in the library about the gazebo.
4. Speak with Historic Society and Women's Club about maintaining gazebo and landscaping.
5. Collect June and August emergency minutes from Tracy to be filed.
6. Send check to Main St. Homes and Remodeling.
7. Request Strategic Plan final draft.
8. Meet with Rick Blood about Capital Plan for his input about the rear parking lot drainage repair and paving, and about the bathroom project.
9. Informal poll of staff for capital improvements.
10. Contact John Shepherd about the Grant for the bathroom renovations project.

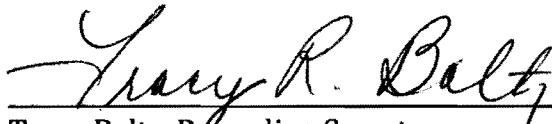
XVIII. ANNOUNCEMENTS

The next meeting is scheduled for September 27, 2017.

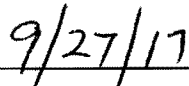
XVII. ADJOURNMENT

The meeting was adjourned by unanimous consent of all members present at 8:50 PM.

Prepared by Tracy Baltz on



Tracy Baltz, Recording Secretary



Date