

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 25, 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 October 25, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:37 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), Jeanette Carey, Aldo Palma, Janice Steigler, Diane Sudo, Jen Wasek

Members absent: Patti DeFilippis (excused), Robert DeFillippo (Mayor's Representative-excused)

Staff present: Jim Hecht (Interim Director)

IV. AGENDA REVIEW

The agenda was accepted as presented.

V. APPROVAL OF MINUTES

a. September 27 Regular Meeting- The minutes of the September 27, 2017 meeting were accepted as submitted with one correction. (6)

VI. PUBLIC PORTION OF THE MEETING

There were no members of the public present.

VII. PRESIDENT'S REPORT- Jen Wasek

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Jen Wasek thanked Interim Director Jim Hecht for his service to the Roxbury Public Library and the Board of Trustees. She noted that Jim would see Radwa Ali through the transition from interim to full time director.

Jen discussed the Question about NJ Libraries that will be voted on in the November election. She will question Township Manager Shepherd about publicizing it on the library website.

Roxana Caivano entered the meeting at 6:50 pm.

VIII. DIRECTOR'S REPORT – Jim Hecht, Interim

The Director's report dated October 2017 and the Library Service and department reports were presented as submitted. Jim noted that he has sent the library's capital budget proposal to the town manager. Additionally he has been working on the 2018 operating budget and will discuss it with Radwa during the transition.

Jim noted that he had been informed that the library been notified that it will be receiving a bequest from an estate that is being settled.

IX. TREASURER'S REPORT – Janice Steigler

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

The reports were presented as submitted by Janice.

Janice noted that we received a check for The Per Capita State Aid for \$10,112.00 representing this year's allotment of State Aid to Libraries. It was deposited on Friday, October 6, 2017.

For informational purposes Janice reported that check #3789 in the amount of \$1,950.00 was paid to Main Street Custom Homes and Remodeling dated October 25, 2017. The check is part of the \$30,000.00 that was preapproved for the gazebo project.

A motion was made by Janice Steigler and seconded by Aldo Palma to approve payment of checks #3773 through #3805 consecutively for a total of \$27,323.17 which includes the preapproved check #3789 in the amount of \$1950.

Those present approved the motion unanimously. (7)

Janice reported that she transferred \$27,500 on Wednesday, October 25, 2017 from the Main Account to the Operating Account.

X. CORRESPONDENCE – Patti DeFilippis

No report.

XI. COMMITTEE AND LIAISON REPORTS

a. REACH – Patti DeFilippis

Jen reported for Patti that Radwa would be present at the Home for the Holiday event for a meet and greet with residents. People that meet the new library director will put their name on a snowflake to be added to a snowman display.

Jen noted that Library Appreciation Week is April 9-15, 2018. The REACH Committee will plan a staff appreciation lunch and a Library Open House and volunteer recognition event during that week.

REACH will revisit the possibility of sending personal notes to Library Volunteers.

b. Buildings and Grounds – Robert DeFillippo

No report.

c. Mayor's Representative – Robert DeFillippo

No report.

d. Shared Services Advisory Committee – Robert DeFillippo

No report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy reported that the Friends membership drive is underway. She will email the fundraising letter to the Trustees for any suggestions. Responses to Tracy should be made before the next Friends meeting on November 6. Tracy will share the museum pass info with Radwa.

f. Main Street Streetscape – Aldo Palma

Aldo told the Trustees that Home Depot would provide the gazebo decorations. There will not be a tree in the gazebo this year. He noted that the Home for the Holiday event list had been updated and he will include the meet and greet with Radwa on the event list.

g. Strategic Plan – Roxana Caivano

Roxana asked the Trustees to be sure to review the strategic plan documents and email any comments or suggestions to Roxana by November 8. On November 15

Alan Burger, consultant, will be at the Trustee meeting along with the rest of the strategic planning committee members to discuss the final strategic plan.

h. **Personnel Committee – Roxana Caivano**

Roxana Caivano 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 7:44 pm.

The Executive Session ended at 8:00 pm, at which time the regular meeting resumed.

Jen Wasek stepped out at 8:00 pm.

XII. OLD BUSINESS

a. Sidewalk snow removal contract

A motion was made by Janice Steigler and seconded by Tracy Baltz to accept the Mountain Landscape Contractors for snow removal.

Those present approved the motion unanimously. (6)

Jen Wasek returned to the meeting at 8:05 pm.

b. Electrical energy supplier contract

A motion was made by Tracy Baltz and seconded by Jen Wasek to accept the bid made by AP Gas and Electric for a 24 month contract @ \$0.08004 (\$/kWh).

Those present approved the motion unanimously. (7)

c. Meeting Room policy update

Jim Hecht reported that Anthony Bucco's office is reviewing the matter and will make a recommendation to the Board.

d. Capital Budget submittal update

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Jim Hecht reviewed the capital budget with the Trustees. The budget has been submitted to the Town Manager. However, we are awaiting a response from Rick Blood to suggest a number for 2023.

XIII. NEW BUSINESS

a. 2018 Operating Budget discussion

Jeanette Carey left the room at 8:20 pm.

Jim is beginning the budget for 2018 since Radwa will need to present a draft of the 2018 budget at our November meeting.

Jeanette returned at 8:23 pm.

The Trustees engaged in a discussion about the operating budget as well as costs and specific line items. Jim is still waiting for 2018 numbers from the Township.

b. Meet and Greet event for Radwa

The Trustees agreed that the Meet and Greet event would take place at the Home for the Holidays event in December.

XIV. BOARD DEVELOPMENT

There was none to report.

XV. RECAP ACTION ITEMS

1. Jen will speak with John Shepherd about the ballot question and our ability to encourage voters to vote yes.
2. Jim will check on the total amount paid toward the gazebo project.
3. Jim will work on 2018 budget
4. Jim will have Ching correct the error in the minutes and file them.
5. Jim will follow up on voided check.
6. Jim will find out the end date of the contract for the cleaning crew.
7. Tracy will call Stu Bauer and get Friends fundraising letter to the Trustees for their input.
8. Tracy will have Radwa bring info about Museum passes to the Friends meeting in November.

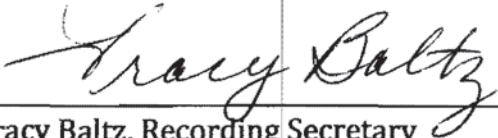
XVI. ANNOUNCEMENTS

Next meeting is November 15, 2017.

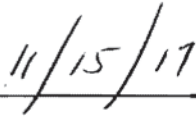
XVII. ADJOURNMENT

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

Prepared by Tracy Baltz on Monday, October 30, 2017.



Tracy Baltz, Recording Secretary



Date