

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 27, 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 September 27, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:35 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), Janice Steigler, Diane Sudo, Jen Wasek, Patti DeFilippis (late), Aldo Palma (late)

Members absent:

Staff present: Jim Hecht (Interim Director)

IV. AGENDA REVIEW

The agenda was accepted as presented with the addition of a. Strategic Plan under Old Business.

V. APPROVAL OF MINUTES

a. August 30, 2017 Regular Meeting.

The minutes were accepted as submitted by those present. Approved (6). Jen Wasek abstained.

b. September 20, 2017 Special Meeting

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The minutes were approved as submitted by those present. Approved (5). Jen Wasek and Diane Sudo abstained.

Patti DeFilippis entered the meeting at 6:42 pm.

Aldo Palma entered the meeting at 6:44 pm.

VI. PUBLIC PORTION OF THE MEETING

There were no members of the public present.

VII. PRESIDENT'S REPORT- Jen Wasek

Jen Wasek thanked the Trustees for their help on Suckasunny Day and at the Friend's of the Library book sale. Additionally, she thanked the Trustees for attending the Gazebo dedication ceremony. She also thanked Jim Hecht for all he does each day for our library and for his assistance during the interview process for a new director.

VIII. DIRECTOR'S REPORT – Jim Hecht, Interim

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

Director Hecht reported that Bergen Refrigeration did the mid summer maintenance on the HVAC system.

Jim discussed the walk through he did Rick Blood from the Township. They discussed the bid Jim received to install security cameras in the building. They also spoke about the carpet replacement for the staff area. He shared the asbestos abatement and carpet replacement bids. These are items to be considered for capital improvements to the library.

A **motion** was made by Janice Steigler and seconded by Robert DeFilippis to approve the Capital Budget for 2018-2023 as amended to include asbestos abatement and security cameras in 2018 and HVAC system in 2023.

Those present approved the motion unanimously. (9)

Jim explained that the electric power bids would be out on October 25th (our next meeting date). We will be voting on the contract for electric at our October meeting to secure a consistent price.

The Trustees discussed the meeting room policy and specifically if the room could be used for religious meetings. The Trustees have asked Director Hecht to get advice from the Township attorney and report back.

IX. TREASURER'S REPORT – Janice Steigler

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

The reports were presented as submitted by Janice.

Janice reported that check # 3746 was voided. Check #3747 was approved at the August meeting made out to Main Street Custom Homes and Remodeling. Check #3748 was given to Main Street Custom Homes and Remodeling for \$8,231.77. This is a part of the previously approved \$30,000 for the gazebo move.

A motion was made by Janice Steigler and seconded by Aldo Palma to approve payment of checks #3749 through #3772 consecutively for a total of \$19,347.05. Those present approved the motion unanimously. (9)

Janice reported that she transferred \$19,500 on Monday, September 25, 2017 from the Main Account to the Operating Account.

X. CORRESPONDENCE – Patti DeFilippis

Patti thanked the Trustees for the flowers.

XI. COMMITTEE AND LIAISON REPORTS

- a. REACH – Patti DeFilippis

Patti reported that the Little Libraries within the township are being utilized. She also reported that the REACH Committee is planning to do cookie decorating and story time at the Home for the Holiday Event.

- 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 book sale was successful and raised \$5000. She reported that the Friends are preparing to do their annual membership drive.

Additionally, the Friends are planning to solicit donations from local businesses in the near future. The Trustees requested to see a copy of the fundraising letter.

f. Main Street Streetscape – Aldo Palma

Jeanette reported that the Mayor would kick off the Home for the Holiday event from the gazebo. She shared an updated schedule of events. She reported that the Township tree lighting would take place at Horseshoe Lake rather than in front of the library this year.

Jen stepped out at 8:19 pm and returned at 8:22 pm

Aldo will check with Home Depot about decorations for trimming the gazebo for the holidays.

g. Strategic Plan – Roxana Caivano

Roxana noted that all the Trustees now have a copy of the Strategic Plan. Jen proposed to invite Alan Berger to the October 25, 2017 meeting along with the rest of the Strategic Plan Committee. Jen will confirm a date with Alan Berger and Roxana will invite the participants.

h. Personnel Committee – Roxana Caivano

Roxana thanked everyone for his or her participation in the process to search for a new library director. She also noted that there was nothing to report about the union negotiations.

XII. OLD BUSINESS

a. Strategic Plan

Discussed under committee reports.

XIII. NEW BUSINESS

a. Snow removal contract

Jim shared the contract for snow removal from Mountain Landscape. The Trustees tabled the vote until next meeting in order to get an additional quote from Fullerton.

b. 2018-2023 municipal capital request

Discussed and moved during the director's report.

XIV. BOARD DEVELOPMENT

Tracy Baltz and Janice Steigler each gained 2 hours of board development for completing the short takes for Trustees programs. (4 hours toward the 7 required.)

XV. RECAP ACTION ITEMS

1. Ask Andrew to put minutes on the website for 2017.
2. Tell Ching September minutes will not be submitted until next week.
3. Let Rick Blood know that the staff bathroom is not ADA compliant
4. Update Capital Improvement Document
5. Ask John Shepherd to seek council from Township attorney Bucco about using the meeting room for a prayer service.
6. Confirm that check #3746 was voided
7. Get prices for museum passes for the Friends
8. Ask the staff about the quality of cleaning by the cleaning crew in order to make recommendations to improve the cleaning service
9. Add carpet cleaning to the "New Director List"

Tracy to do

1. Get signed Special Meeting Minutes to Ching
2. Copy of Friends Fundraising letter
3. Request the purchase of Museum passes through the Friends

Aldo to do

1. Ask Streetscape committee about gazebo decorations through Home Depot
2. Report that there will not be a tree in the gazebo
3. Correct the Event Schedule for the library activities.

XVI. CLOSED SESSION TO DISCUSS PERSONNEL

Jen Wasek 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 8:47 pm.

The Executive Session ended at 9:08 pm, at which time the regular meeting resumed.

A motion was made by Jen Wasek and seconded by Also Palma to hire Radwa Ali to be the new director of the Roxbury Public Library effective November 6, 2017 at a starting salary of \$83,000, subject to the terms of the employment letter. (Attached).

Those present approved the motion unanimously. (9)

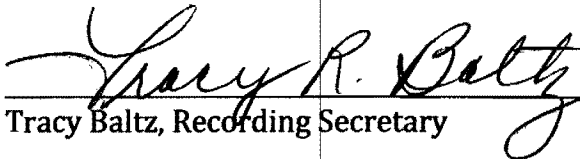
XVII. ANNOUNCEMENTS

The next regular meeting is October 25, 2017.

XVIII. ADJOURNMENT

The meeting was adjourned by unanimous consent of all members present at 9:15 pm.

Prepared by Tracy Baltz on October 3, 2017.


Tracy Baltz, Recording Secretary

10/25/17
Date