

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 20, 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 December 20, 2017 at the Roxbury Public Library. Jen Wasek called the meeting to order at 6:23 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, Janice Steigler, Jen Wasek

Members absent:

Staff present: Radwa Ali, Director

IV. AGENDA REVIEW

The agenda was accepted as presented with the following changes.

1. Add executive session under XI. Committee Reports h. Personnel Committee
2. Remove c. under XII. Old Business

V. APPROVAL OF MINUTES

a. November 15, 2017 Regular Meeting- The minutes of the November 15, 2017 regular meeting were accepted as submitted.

VI. PUBLIC PORTION OF THE MEETING

p2

Sue Unger, Supervising Librarian, Adult Services was present.

VII. PRESIDENT'S REPORT- Jen Wasek

Jen reported that the library received a check from the estate of Helen Pellet. She read the letter that accompanied the bequest to the Trustees. Jen will personally reply to the family.

VIII. DIRECTOR'S REPORT – Radwa Ali

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

Radwa noted that she invited Supervising Librarian, Sue Unger to attend our meeting so that she could provide additional insight into our discussion of the Meeting Room policy and our Notary Service policy.

Radwa and Sue indicated that the Meeting Room is overbooked. They have suggested specific changes to the Meeting Room policy. (Detailed in the Director's Report) Discussion of policy took place.

A motion was made by Tracy Baltz and seconded by Robert DeFillippo to amend the Meeting Room Policy as represented in the Director's Report dated December 2017 with the addition of establishing a fee for groups that habitually do not adhere to the time constraints of their Meeting Room use.

Those present approved the motion unanimously. (8)

Radwa told the Trustees that the library has been pre-approved to provide Passport Services. Staff training will begin soon and services will be in place early in 2018.

Radwa presented statistics about Notary Services at the library. (Detailed in the Director's Report) She and Sue recommend we set a nominal fee for Notary Services. The Trustees discussed the recommendation and suggested that single signature documents should be notarized for residents of Roxbury at no cost. More complicated documents and documents notarized for non-residents should require a fee. Radwa will establish a fee schedule and bring it to the January meeting.

Sue Unger exited the meeting at 7:28 pm.

Radwa told the Trustees that the Closing Procedures are being reviewed and new procedures will be available in January.

Radwa discussed the need for additional Staff Training time. The Trustees agree that this is valuable. On January 12, 2018 the library will open 1 hour later to pilot a staff training session for instruction on Opiate education and Narcan use. The Trustees will discuss staff development training again at the January meeting.

Radwa has scheduled a Red Cross Blood Drive at the library on January 17, 2018 from 2pm until 7pm.

Additionally, Radwa noted that the library has applied for a grant in conjunction with the County College of Morris to host a travelling NASA program. If selected, the programs would take place at both the CCM and at the Roxbury Library.

IX. TREASURER'S REPORT – Janice Steigler

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

The reports were presented as submitted by Janice.

Janice noted we received a check from the Township of Roxbury in the amount of \$27,968.79. The check represents \$25,000 for the fourth quarter allotment for operating expenses and \$2,968.79 for a Dividend distribution from Statewide Insurance Fund. Statewide Insurance Fund Executive Committee authorized a disbursement of additional surplus from the 1994 fund year and this is the library's portion of the amount received by the Township. The check was deposited on Friday, December 1, 2017.

A motion was made by Janice Steigler and seconded by Jen Wasek to approve payment of checks #3830 through #3865 consecutively for a total of \$28,760.70. Those present approved the motion unanimously. (8)

Janice transferred \$29,000.00 on Wednesday, December 20, 2017 from the Main Account to the Operating Account.

X. CORRESPONDENCE – Patti DeFilippis

Patti reported that a letter was received from the Township thanking the library for supporting the Home for the Holiday event. Additionally the library staff sent a letter of thanks for the pizza party in recognition of the library being designated as the Best in the County. Lastly, a greeting card was received from Pro Libra stating that a tree has been planted in honor of the Roxbury Library.

XI. COMMITTEE AND LIAISON REPORTS

a. REACH – Patti DeFilippis

Patti discussed the Home for the Holiday activities. She will be meeting with Radwa and the rest of the committee to make plans for 2018.

b. Buildings and Grounds – Robert DeFillippo

Bob reported that the building walk through was very helpful in terms of determining what needs to be done to the library facility. (Details of the walk through are in the Director's report)

Bob discussed the CDBG grant application (also in Director's report). He is very optimistic that the project to update all of the bathrooms in the library is the kind of project that meets the grant requirements. The application was submitted on December 15, 2017.

The Trustees took a break at 8:20 pm and resumed the meeting at 8:25 pm.

c. Mayor's Representative – Robert DeFillippo

Bob noted that the council is discussing candidates to fill the vacancies on the Board. He is hopeful that all seats will be filled in January.

d. Shared Services Advisory Committee – Robert DeFillippo

No report.

e. Friends of the Roxbury Public Library – Tracy Baltz

Tracy reported that the Friends have received some contributions from the local businesses in response to their mailing.

Additionally, Radwa made some suggestions to the Friends at the December meeting and her ideas were enthusiastically received.

f. Main Street Streetscape – Aldo Palma

Aldo reported that The Home for the Holiday event was a huge success and that planning for the 2018 event will begin in early 2018.

Aldo also told the Trustees that his employer will be donating \$10 for each of his volunteer hours to the Friends of the RPL and soon they will get a \$300 contribution.

g. Strategic Plan – Roxana Caivano

A final proof was emailed to Roxana, Jen and Radwa before the meeting. Radwa will have copies for the Trustees at the January meeting.

h. Personnel Committee – Roxana Caivano

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 Robert DeFillippo and adopted unanimously at 8:25 pm.

The Executive Session ended at 9:45 pm, at which time the regular meeting resumed.

XII. OLD BUSINESS

a. Meeting Room policy update- Resolved during Director's Report.

b. Capital Budget submission update- Resolved during Director's Report and Building and Grounds discussion of CDBG grant application.

XIII. NEW BUSINESS

a. 2018 M.A.I.N. Membership Agreement- Signed by both Jen Wasek and Tracy Baltz

b. 2018 CDBG Application

A motion was made by Robert DeFillippo and seconded by Roxana Caivano to support the submission of the CDBG application to renovate the library bathrooms. See attached application.

Those present approved the application unanimously. (8)

XIV. BOARD DEVELOPMENT

There was none to report.

XV. RECAP ACTION ITEMS

1. Establish fee for habitual Meeting Room time violation.

2. Establish scale for notary services.
3. Count Friday AM 10 am to 11 am patron use
4. Meet with Patti about 2018 REACH plans
5. Strategic Plan copies for Trustees when available
6. Submit MAIN Membership agreement
7. Prepare soft launch for Passport Services & present to council
8. Send blood drive flyer to Trustees
9. Prepare short presentation of library successes and points of interest for presentation to Council during budget appropriation.


XVI. ANNOUNCEMENTS

The next meeting is January 3, 2018 and is the Re-Org meeting.

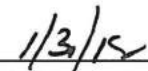
XVII. ADJOURNMENT

The meeting was adjourned by unanimous consent of all members present at 9:57pm.

Prepared by Tracy Baltz on December 21, 2018.



Tracy Baltz Recording Secretary



Date

