

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 28th, 2018**

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 February 28, 2018 at the Roxbury Public Library. Tracy Baltz called the meeting to order at 6:33 pm. Jeanette Carey, 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 4, 2018 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 11, 2018 notice was published in the Daily Record and on January 18, 2018 it was published in the Roxbury Register.

III. WELCOME & ROLL CALL

Members present: Tracy Baltz, Aldo Palma, Jim Kennedy, Jeanette Carey, Patti DeFilippis, Andie Crowley, Bob DeFillippo, Roxana Caivano

Members absent: Bruce Hopper

Staff present: Radwa Ali, Lynn Gaillard - Youth Services Librarian

IV. AGENDA REVIEW – Approved with Additions of:

- a. Approval of Fulton contract
- b. Approval of Amber Air contract

V. APPROVAL OF MINUTES – Approved as Submitted

VI. PUBLIC PORTION OF THE MEETING

Youth services Lynn Gaillard reported on the First Annual Roxbury Area Preschool Fair where roughly 100 people attended. 32 emails were collected. Moms' club is heavy users of the Library and brought snacks.

A teen trivia night was held on January 12th, where 29 kids attended. A teen advisory board consisting of 12 kids meets 2 times a month. They wrote the questions, arranged publicity and acquired prizes such as gift cards, books, and candy for the winners. They

are also planning on other matches in May and over the summer. Pop culture for May and Kids vs. Parents for the summer.

Read across America – 90 people have signed up, meeting capacity. PolkaDot and her guitar will kick off the day at 11:00

Lynn left the meeting at 6:55.

VII. PRESIDENT'S REPORT- Tracy Baltz

Attended the Friends meeting where focus was on the Mini-Golf day. Patti has been churning out decorations and there are 2 days set for emergency work on the props at the Library: March 16 from 2:00 to 6:00 and March 23 from 2:15 to ??? The Friends want to thank Aldo for his contribution of \$250 through Benevity.

NJLTA – May 30th through April 1 in Atlantic City. Library Institute in East Windsor on October 27th. Short takes for Trustees now available; Radwa to send link.

VIII. DIRECTOR'S REPORT – Radwa Ali – Presented as Submitted

Added that \$1800 has been collected for Golf Outing to date. As to the Wolfe Room- discussion as to paintings, chairs, book display, ways to honor the past of the library, room also needs to be usable.

Added that the passport applications facility will start on April 2nd. Bob added that the council was very excited. Radwa said the staff was excited as well. Charges will be \$25 for application and \$10 for picture.

As to the Mettel check issue, they will not relent on check and we need to pay bill of \$1,000. Recommended not to pay monthly fee if changing providers. We are currently reviewing 4 different providers, Jim offered to review contracts, and is very knowledgeable about installing switches.

The banned patron also had an appointment to have his taxes done, and was told not to enter library.

Shared services not yet investigated with Mine Hill and Netcong. Main issue – towns can't pay to little; can't be less than what Roxbury residents pay. Right now they have no building to maintain. Radwa to call County Library to see how many residents of those 2 towns use their services.

Question was posed as to what to do with bricks piled on side of library.

IX. TREASURER'S REPORT – James Kennedy

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

Per Jim Kennedy: Received request for transfer of \$48,000 from Main to Operating account from Maryann Straub to cover checks to be approved at our February meeting. Sufficient funds are available to cover those checks.

Transfer executed as of 2/20/2018 at 7:45 PM

Account	Balance Before	Balance After
Main	\$208,744.16	\$160,744.16
Operating	\$14,743.80	\$62,743.80

All other accounts remain unchanged.

A motion was made by Jim Kennedy and seconded by Tracy Baltz to approve checks #3903 – 3923 consecutively in the amount of \$55,611.10. Note: check #2902 was approved last month retroactively and payment #3903 to Mettel also approved for \$1,000. Those present approved the motion unanimously. (8)

X. CORRESPONDENCE – Patti DeFilippis

Patti is going to send a letter of thanks for the invitation to the town's Volunteer Dinner

XI. COMMITTEE AND LIAISON REPORTS

- a. REACH – Patti DeFilippis – Patti is working on activities for the golf day. She suggested someone dressed up and selling balloons. If it rains that day, everyone will be inside. Radwa has procured 500 hot dogs – may need buns. Andie is checking on availability of hot dog cart.
- b. Buildings and Grounds – Robert DeFillippo – All council members are pleased with the budget, as it will operate flat. CDBG- there were 10 total applicants in the facility including Mt. Olive and Wharton. If we receive the same as last year- and we expect 100% as last year – we would have \$80,000. We may get all, may get some, or be bumped off the list. Most likely we will find out in April. Capital budget – getting drainage done. The council will give Friends a check for Golf sponsorship.

Regarding the Lafayette School in Berkshire Valley – 2-room schoolhouse. There may be a woman from town willing to work on grant for historical preservation. Bob suggested that Radwa be on the committee.

- c. Mayor's Representative – Robert DeFillippo

All was covered between the Director's Report and the Building and Grounds' Section

- d. Shared Services Advisory Committee – Robert DeFillippo

All was covered between the Director's Report and the Building and Grounds' Section

- e. Friends of the Roxbury Public Library – Tracy Baltz

In addition to what Tracy reported under the President's section, she wanted to emphasize that the Committee was very eager to participate in the Miniature Golf event.

- f. Main Street Committee – Aldo Palma – The Roxbury Home for the Holidays Event will take place on December 1st from 11:0 to 4:00. Aldo requested that Radwa reserve the room for the usual festivities. The Committee requested that Santa Land be open from 12:00 to 3:00 to accommodate the overload which occurs at the end of the day. Radwa suggests having live reindeer with Elves, and to have a mailbox for letters to Santa. The Committee wants to have more food trucks as they have spaces for 10. The carriage ride company has been booked.

- g. Strategic Plan – Roxana Caivano – Suggest Strategic Plan on Radwa's Report

- h. Personnel Committee – Roxana Caivano – she has not heard of any movement.

Radwa left the room at 8:20 and returned at 8:31.

XII. OLD BUSINESS - none

XIII. NEW BUSINESS

Roxana left the room at 8:27 and returned at 8:29

Patti left the room at 8:29 and returned at 8:31

A motion was made by Bob DeFillippo and seconded by Jim Kennedy to approve the HVAC contract for the Equipment Maintenance Program for one year, inspecting

adjusting listed equipment at least 4 times per year. Those present approved the motion unanimously. (8)

A motion was made by Bob DeFillipo and seconded by Aldo Palma to approve the Fullerton Grounds Maintenance contract from April through November 2018 at a cost of \$3,960. Those present approved the motion unanimously. (8)

BOARD DEVELOPMENT - nothing to report

XIV. EXECUTIVE SESSION

A motion was made by Tracy Baltz and seconded by Andie Crowley to enter into Executive Session at 8:34. Those present approved the motion unanimously. (8)

A motion was made by Tracy Baltz and seconded by Andie Crowley to leave Executive Session at 9:00

XVI. RECAP ACTION ITEMS

Radwa:

- Forward Short Takes website to Trustees
- Talk with Jim regarding phone system contracts
- County Library of Morris – contact regarding usage by Mine Hill and Netcong patrons.
- Join Committee for Berkshire Valley Schoolhouse preservation
- Contact Brad from DPW to see if he needs bricks piled on side of library
- Research Santa's mailbox for HFA.
- Strategic plan – include in report
- Publish 2 page plan
- Research pesticides used by Fullerton

XVII ANNOUNCEMENTS -next meeting on March 28th at 6:30

XVIII. ADJOURNMENT

A motion was made by Tracy Baltz and seconded by Jim Kennedy to adjourn the meeting. The meeting was adjourned by unanimous consent of all members present (8) at 9:05 PM

Prepared by Jeanette Carey on



Jeanette Carey, Recording Secretary



Date