

OAKLAND PUBLIC LIBRARY

Meeting Minutes

Board of Trustees

October 11, 2018

The following are the meeting minutes for the Oakland Public Library Board of Trustees, Bergen County, held in the Oakland Public Library on Thursday, October 11, 2018.

Call to order: President, Ronnie Levine, 7 P.M.

Statement of Compliance: In conformance with the open public meetings law, PL 1975, Ch 231, adequate notice of this meeting setting forth the time, date, place and purpose of this regular meeting through notice posted on the bulletin board in the municipal building, mailed to all who had requested and paid for the same, and published in *The Record*.

<u>Roll Call:</u>	Attend (X)	<u>Member Present</u>	Attend (X)	<u>Member Present</u>
	<input checked="" type="checkbox"/>	Jacqueline Christiano	<input checked="" type="checkbox"/>	Geraldine Petersen
	<input checked="" type="checkbox"/>	Marilyn Cioffi	<input checked="" type="checkbox"/>	Anne Russo
	<input type="checkbox"/>	Gina Coffaro	<input type="checkbox"/>	Linda Schwager
	<input checked="" type="checkbox"/>	Ronnie Levine	<input checked="" type="checkbox"/>	Marilyn Vallone
	<input checked="" type="checkbox"/>	Lucile Nicolaysen	<input checked="" type="checkbox"/>	Peter Havel

Approval of Executive Session and Public Meeting Minutes

Motion by Jacqueline Christiano, Seconded by Geraldine Petersen, to approve the September 13, 2018 Executive Session and Public Meeting Minutes. In favor:

<input checked="" type="checkbox"/> Christiano	<input checked="" type="checkbox"/> Levine	<input checked="" type="checkbox"/> Russo
<input checked="" type="checkbox"/> Cioffi	<input checked="" type="checkbox"/> Nicolaysen	<input type="checkbox"/> Schwager
<input type="checkbox"/> Coffaro	<input checked="" type="checkbox"/> Petersen	<input checked="" type="checkbox"/> Vallone

Open Public Forum:

No one present.

Director's Report

Mr. Havel reported that September was a slow month, but the Library staff spent the month of September organizing their workspaces.

Mr. Havel also reported that there are outstanding issues with the renovation project. Almost all of the items are complete, however, the front door remains an issue. It is anticipated that all outstanding items will be completed in the near future.

Mr. Havel reported that circulation was lower this month as compared to this time period last year. He suggested that perhaps the public does not know where the materials are located. Mr. Havel stated that he will create a directory for library patrons to refer to when searching the Library's collection.

Mr. Havel stated that Ned's retirement party was very successful. A Japanese Maple Tree was planted in honor of Ned on his retirement.

Mr. Havel reported that Ms. Barbara Zoino joins the Library as a part-time Library Assistant in the Children's Department. He also reported that another part-time staff member will be joining the Library's staff in the near future as a part-time employee assigned as the Young Adult Librarian. With the addition of these two new employees, there will be more flexibility in the hours and coverages.

Mr. Havel reported that the delivery service that the BCCLS is considering will cost the Library \$9,000 per year.

Mr. Havel reviewed the monthly Children's, Young Adult, and Adult Departmental Reports and distributed them to each Trustee for review.

Treasurer's Report

Presentation of Bills:

Motion by Anne Russo, Seconded Jacqueline Christiano, to accept the treasurer's report and bills in the amount of \$14,652.14. In favor:

Christiano
 Cioffi
 Coffaro

Levine
 Nicolaysen
 Petersen

Russo
 Schwager
 Vallone

Mr. Havel discussed the Transaction Detail By Account Report for the period September 14 - October 11, 2018. He also distributed copies of the Transaction Detail List.

Old Business:

Mr. Havel reported that the total cost of the renovation project was \$4.6 million. This total does not include the \$50,000 received from the Friends.

Mrs. Levine stated that the Trustees will plan a luncheon for the staff to thank them for their efforts during the renovation project some time after the Grand Opening.

Mr. Havel stated that the Grand Opening is scheduled on October 13, 11 A.M. - 5 P.M.; a very interesting program is planned.

New Business:

Mr. Havel reported that he received a letter from an employee asking for a promotion and an increase in her hourly rate. He suggested that the members of the Personnel Committee meet to discuss this request.

Recess

Upon motion by Jacqueline Christiano and seconded by Geraldine Petersen, Mrs. Levine recessed the Public Meeting to enter into Executive Session at 7:39 P.M.

Reconvene

Upon motion by Anne Russo and seconded Geraldine Petersen, Mrs. Levine reconvened the Public Meeting at 7:45 P.M.

Motion to Adjourn:

Motion by: Anne Russo Second by: Geraldine Petersen

Meeting adjourned at 7:45 P.M. Next meeting: November 8, 2018, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary