

OAKLAND PUBLIC LIBRARY

Meeting Minutes

Board of Trustees

February 13, 2020

The following are the meeting minutes for the Oakland Public Library Board of Trustees, Bergen County, held in the Oakland Public Library on Thursday, February 13, 2020.

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 type="checkbox"/>	Lucile Nicolaysen	<input checked="" type="checkbox"/>	Peter Havel

Approval of Executive Session and Public Meeting Minutes

Motion by Lucile Nicolaysen, Seconded by Marilyn Vallone, to approve the January 10, 2019 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 type="checkbox"/> Nicolaysen	<input type="checkbox"/> Schwager
<input type="checkbox"/> Coffaro	<input checked="" type="checkbox"/> Petersen	<input checked="" type="checkbox"/> Vallone

Open Public Forum:

Mr. Havel introduced Mr. Russell Talamini, Borough Library Liaison, to the Board Trustees and welcomed him to the meeting.

Director's Report

Mr. Havel stated that during the month of January collection maintenance was performed. He also stated that effective February 14 the automatic renewal program will be activated. This program will, unfortunately, reduce the amount of book fine receipts for the Library.

January circulation was lower than January 2019 circulation. E-content continues to increase.

Mr. Havel stated that he is very happy to have Jessica, the part-time Reference Librarian, back at the Library. Mr. Havel reported that the front doors are still an issue and discussed the roof leak in the original building. He thanked the Oakland DEP for their assistance in cleaning up the damage as a result of the leak. Mr. Havel reported that new shelving was installed in the Children's Department and the computers are being upgraded with the Windows 10 software. The older computers will be phased out.

Mr. Havel discussed the Children's Services and Adult Services Reports and distributed the reports to the Trustees for their review.

Treasurer's Report

Presentation of Bills:

Motion by Anne Russo, Seconded by Marilyn Vallone, to accept the bills in the amount of \$18,017.60. In favor:

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

Mr. Havel distributed and reviewed the Transaction Detail by Account Report for the period January 10 - February 13, 2020. Discussion followed regarding the monthly bills.

Old Business:

Mr. Havel reviewed the 2020 Resolutions with the Trustees.

Motion by Marilyn Vallone, Seconded by Geri Petersen to approve the 2020 Resolutions as follows:

2020-01 Establish the Annual Schedule of Meetings
2020-02 Authorize Hours of Operations
2020-03 Designate Days the Library Will Be Closed
2020-04 Designate Official Newspapers
2020-05 Designate Official Depositories
2020-06 Authorize Signatures on Checks
2020-07 Library Purchasing Agent
2020-08 Retain Professional Services without Competitive Bidding
2020-10 Participate in BCCLS

Resolution 2020-09 was pulled. Mr. Havel is currently reviewing proposals and will continue to update the Trustees regarding the proposal for the Library Auditor.

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

Recess

Upon motion by Geri Petersen and seconded by Marilyn Cioffi, Mrs. Levine recessed the Public Meeting to enter into Executive Session at 7:40 P.M.

Reconvene

Upon motion by Geri Petersen and seconded Anne Russo, Mrs. Levine reconvened the Public Meeting at 8:47 P.M.

Motion to Adjourn:

Motion by: Marilyn Vallone Second by: Anne Russo

Meeting adjourned at 7:47 P.M. Next meeting: March 12, 2020, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary