

# OAKLAND PUBLIC LIBRARY

## Meeting Minutes

### Board of Trustees

October 12, 2017

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 12, 2017.

**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 type="checkbox"/>	Gina Coffaro	<input checked="" type="checkbox"/>	Anne Russo
	<input checked="" type="checkbox"/>	Teresa Kilday	<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 Teresa Kilday, Seconded by Geri Petersen, to approve the September 14, 2017 Executive Session and Public Meeting Minutes. In favor:

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

### Open Public Forum:

No one present.

### Director's Report

Mr. Havel reported that the month of September experienced a slow down in business. The Library will resume its Sunday hours for the Fall and throughout 2018, funding permitted.

Mr. Havel also reported that work continued on the renovation project while work continued on the sprinkler system. He stated that on or about November 9, it is anticipated that the renovation project will be completed. The furniture for Phase 1 has been ordered.

Mr. Havel and the Trustees thanked Councilman Visconti, Liaison to the Library, for all his work on the Library renovation project; he was instrumental in getting the Project started and his efforts are greatly appreciated.

Mr. Havel reported that circulation matched circulation in September 2016. Work will begin on moving the collection to the new building, while inspecting each book during the relocation process. Mr. Havel distributed the Children's Services Report and the Adult Services Report to the Trustees for their review.

Mr. Havel also reported that he attended the Reciprocity Task Force Meeting on September 20 and the BCCLS System Council on September 28.

### Treasurer's Report

#### Presentation of Bills:

Motion by Teresa Kilday, Seconded by Jacqueline Christiano, to accept the bills in the amount of \$8,699.66. In favor:

Christiano  
 Coffaro  
 Kilday

Levine  
 Nicolaysen  
 Petersen

Russo  
 Schwager  
 Vallone

Mr. Havel discussed the Transaction Detail by Account Report for the period October 1 – October 12, 2017. He distributed the Report to the Trustees for their review.

#### Old Business

Mr. Havel stated that the Replacement Card Policy is updated and will need approval.

Mrs. Levine reminded the Trustees that the New Friends will be hosting a fundraiser event, Jewelry Show, on October 28.

#### New Business

Mr. Havel stated that Det. Dokra, Oakland Police Department, has retrieved over \$1,000 in overdue Library fines. The Trustees and Mr. Havel thanked Det. Dokra and Chief Kasper for their efforts and continued support of the Library.

He also reported that the Franklin Lakes Library has reduced its fine for overdue CDs from \$1.00 to \$0.25 and recommended that the Oakland Library follow the same procedure. Discussion followed regarding the change in fee structure. The Trustees approved Mr. Havel's recommendation.

Mr. Havel stated that the Library's Comprehensive Tutor Policy must be revised. He will investigate what other libraries are doing regarding tutors working in a library. Discussion followed regarding the Library's policy.

Motion by Anne Russo, Seconded by Marilyn Vallone, to amend the Library Policy to waive the \$3.00 Replacement Card fee for the first lost Library Card, and further approve the three-year waiting period for a replacement card. In favor:

Christiano  
 Coffaro  
 Kilday

Levine  
 Nicolaysen  
 Petersen

Russo  
 Schwager  
 Vallone

Motion by Ronnie Levine, Seconded by Geri Petersen, to reduce the overdue fine from \$1.00/day to \$0.25/day. In favor:

Christiano  
 Coffaro  
 Kilday

Levine  
 Nicolaysen  
 Petersen

Russo  
 Schwager  
 Vallone

Motion by Jacqueline Christiano, Seconded by Marilyn Vallone, to approve the Budget for the Fiscal Year 2017. In favor:

Christiano  
 Coffaro  
 Kilday

Levine  
 Nicolaysen  
 Petersen

Russo  
 Schwager  
 Vallone

Motion by Teresa Kilday, Seconded by Marilyn Vallone, to approve the \$4,000 increase in salary for Peter Havel, Library Director, effective January 1, 2017. In favor:

Christiano  
 Coffaro  
 Kilday

Levine  
 Nicolaysen  
 Petersen

Russo  
 Schwager  
 Vallone

**Motion to Adjourn:**

Motion by: Geri Petersen Second by: Teresa Kilday

Meeting adjourned at 7:40 P.M. Next meeting: November 9, 2017, 7 P.M.

Submitted by \_\_\_\_\_  
Julie Browne, Recording Secretary