

OAKLAND PUBLIC LIBRARY
Reorganization Meeting Minutes
Board of Trustees
 January 14, 2016

The following are the meeting minutes for the Oakland Public Library Board of Trustees, Bergen County, held in the Oakland Public Library on Thursday, January 14, 2016.

Call to order: President, Ronnie Levine, 7:03 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 checked="" type="checkbox"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Peter Havel

Approval of Executive Session and Public Meeting Minutes

Motion by Jennifer Matts, Seconded by Teresa Kilday, to approve the December 10, 2015 Meeting Minutes. In favor:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Christiano | <input type="checkbox"/> Levine (Abstain) | <input type="checkbox"/> Russo (Abstain) |
| <input type="checkbox"/> Coffaro | <input checked="" type="checkbox"/> Matts | <input type="checkbox"/> Schwager |
| <input checked="" type="checkbox"/> Kilday | <input checked="" type="checkbox"/> Petersen | <input type="checkbox"/> Vallone (Abstain) |

Open Public Forum:

No one present.

Director's Report

Mrs. Levine introduced Mrs. Anne Russo, a new Trustee.

Mr. Havel discussed the December 2015 circulation Update – circulation was down over last year's numbers; he stated that the Adult Program was quiet during the month of December 2015 and discussed the 2016 Adult Program. Mr. Havel will present the Annual Report in February 2016. Mr. Havel also stated that he met Ms. Edith LaChac, Ed Media Specialist, Indian Hills High School; and he thanked the New Friends for their very generous donation in the amount of \$7,000 during 2015; and also thanked the Mothers' Club for its very generous donation in the amount of \$200. He also stated that the New Friends have pledged a donation of \$10,000 for the Library in 2016. Mr. Havel distributed to the Trustees the Youth Services Report for review and discussion.

Mr. Havel welcomed Mrs. Russo to the Board of Trustees.

Treasurer's Report

Presentation of Bills:

Motion by Teresa Kilday, Seconded by Geri Petersen, to accept the bills in the amount of \$16,852.90. In favor:

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

Mr. Havel discussed the Bill List for the period January 1 – 14, 2016. He stated that the audio book order will be added to the Bill List. The check will be processed this week.

Committee Reports:

Personnel

Mr. Havel stated that the Library closed out 2015 with fewer full-time and part-time staff members. He thanked those staff members who throughout the year have picked up those additional responsibilities when necessary.

Buildings and Grounds

Mr. Havel stated that he met with Mr. Visconti and Mr. Kunz to discuss the building project.

New Business:

Mr. Havel stated that at the request of the auditor, the Library is now utilizing QuickBooks. QuickBooks creates monthly financial reports that will be used each month.

Motion by Jennifer Matts, Seconded by Marilyn Vallone to approve the 2016 Resolutions as follows:

- 2016-01 Establish the Annual Schedule of Meetings
- 2016-02 Authorize Hours of Operations
- 2016-03 Designate Days the Library Will Be Closed
- 2016-04 Designate Official Newspapers
- 2016-05 Designate Official Depositories
- 2016-06 Authorize Signatures on Checks
- 2016-07 Library Purchasing Agent
- 2016-08 Retain Professional Services without Competitive Bidding
- 2016-09 Appoint Auditors
- 2016-10 Participate in BCCLS

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

Motion by Jennifer Matts, Seconded by Teresa Kilday to appoint the Officers of the Board of Trustees for 2016.

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

2016 Library Officers: Mrs. Ronnie Levine, President; Mrs. Jennifer Matts, Vice President; Mrs. Marilyn Vallone, Secretary; Mrs. Teresa Kilday, Treasurer. Mrs. Jennifer Matts, Vice President, is designated as the representative for the Library Trustees for the Library Construction Project.

Recess

Upon motion by Teresa Kilday and seconded by Geraldine Petersen, Mrs. Levine recessed the Public Meeting to enter into Executive Session at 7:24 P.M. to discuss personnel.

Reconvene

Upon motion by Teresa Kilday and seconded by Geraldine Petersen, Mrs. Matts reconvened the Public Meeting at 8:01 P.M.

Motion to Adjourn:

Motion by: Jennifer Matts Second by: Jacqueline Christiano

Meeting adjourned at 8:08 P.M. Next meeting: February 11, 2016, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary