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 10, 2013.

**Call to order:** President, Ronnie Levine, 7:02 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*.

<table>
<thead>
<tr>
<th>Roll Call:</th>
<th>Attend (X)</th>
<th>Member Present</th>
<th>Attend (X)</th>
<th>Member Present</th>
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<tbody>
<tr>
<td></td>
<td>Glenn Clark</td>
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<td>Geraldine Petersen</td>
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<td></td>
<td>Jeff Feifer</td>
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<td>Sadie Quinlan</td>
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<td></td>
<td>Teresa Kilday</td>
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<td>Linda Schwager</td>
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<td>Ronnie Levine</td>
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<td>Marilyn Vallone</td>
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<td>Jennifer Matts</td>
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<td>Abigail Sanner</td>
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**Approval of Minutes**
Motion by Glenn Clark, Seconded by Jennifer Matts, to approve the December 13, 2012 Meeting Minutes. In favor:

- ♦ Clark
- □ Feifer
- □ Kilday
- ♦ Levine
- ♦ Matts
- ♦ Petersen
- □ Quinlan
- □ Schwager
- □ Vallone

**Open Public Forum:**
No members of the public were present.

**Director’s Report**
The Director’s Report for January was distributed via email, and a hard copy was available at the meeting. Ms. Sanner stated that she and the Library staff are planning programs for the Library. She discussed several of the adult programs scheduled to date. Ms. Sanner distributed a flyer drafted by Miss Debbie highlighting the Children’s Programs. Discussion followed. Mr. Clark asked if the Kindergarten and First Grade Registrations information be included in this flyer.

**Treasurer’s Report**

*Presentation of Bills:*
Motion by Jennifer Matts, Seconded by Geri Petersen, to accept the bills in the amount of $6,345.64. In favor:

- ♦ Clark
- □ Feifer
- □ Kilday
- ♦ Levine
- ♦ Matts
- ♦ Petersen
- □ Quinlan
- □ Schwager
- □ Vallone

Ms. Sanner displayed an Excel Graph representing the use of PCs by the patrons. She also stated that the books ordered in honor of Dr. Heflich on his retirement have arrived and will be catalogued and placed on the library shelves for circulation. Ms. Sanner will write a letter to Dr. Heflich stating that the Library Trustees have donated the two-volume biography and history on Eleanor Roosevelt on his behalf in honor of his many years of support of the Oakland Library and community.

The following financial reports were provided: the Bill List, the 2012 Oakland Borough Appropriation for Library, Status as of January 10, 2013, and the Account Balances as of January 9, 2013 and January 10, 2013. Trustees reviewed all financial reports. Ms. Sanner met with Mr. Kunze to discuss the
Library's budget and stated that until the 2013 budget is approved, the Borough will allocate 25% of the previous year's budget to the Library.

Committee Reports:

Personnel
Ms. Levine reported that a negotiations meeting is scheduled on January 17, 2013. Ms. Mats stated that a meeting with an insurance broker will be scheduled. At this meeting a presentation on the insurance program will be presented to the staff.

Policy
Ms. Petersen will continue to work on the Policy Manual. Mrs. Quinlan will assist Ms. Petersen on this project.

Buildings and Grounds
Ms. Sanner discussed several building issues, i.e., the septic system, lighting and ballast, and lighting in the Adult Room.

New Business:
Ms. Levine stated that a concert is scheduled on February 24.

Motion by Glenn Clark, Seconded by Jennifer Matter to approve the 2013 Resolutions as follows:

2013-01 Establish the Annual Schedule of Meeting Dates: January through June 2013
2013-02 Authorize Hours of Operations
2013-03 Designate Days the Library Will Be Closed
2013-04 Designate Official Newspapers
2013-05 Designate Official Depositories
2013-06 Authorize Signatures on Checks
2013-07 Library Purchasing Agent
2013-08 Retain Professional Services without Competitive Bidding
2013-09 Appoint Auditors
2013-10 Establish Petty Cash Accounts
2013-11 Participate in BCCLS

☑ Clark
☑ Feifer
☑ Kilday
☑ Levine
☑ Mats
☑ Petersen
☑ Quinlan
☑ Schwager
☑ Vallone

Motion by Jennifer Mats, Seconded by Geri Petersen to appoint the Officers of the Board of Trustees for 2013.

☑ Clark
☑ Feifer
☑ Kilday
☑ Levine
☑ Mats
☑ Petersen
☑ Quinlan
☑ Schwager
☑ Vallone

2013 Library Officers: Mrs. Ronnie Levine, President; Mrs. Marilyn Vallone, Vice President; Mrs. Teresa Kilday, Secretary; Mrs. Jennifer Mats, Treasurer.

Motion to Adjourn:

Motion by: Jennifer Mats Second by: Sadie Quinlan

Meeting adjourned at 7:40 P.M. Next meeting: February 14, 2013, 7 P.M.

Submitted by

Julie Browne, Recording Secretary

Page 2 of 2