The following are the meeting minutes for the Oakland Public Library Board of Trustees, Bergen County, held in the Oakland Public Library on Thursday, September 12, 2013.

Call to order: President, Ronnie Levine, 7:16 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.

Roll Call: Attend (X) Member Present Attend (X) Member Present
- Glenn Clark
- Gina Coffaro
- Teresa Kilday
- Ronnie Levine
- Jennifer Mats
- Geraldine Petersen
- Sadie Quinlan
- Linda Schwager
- Marilyn Vallone
- Abigail Sanner

Approval of Minutes
Motion by Glenn Clark, Seconded by Marilyn Vallone, to approve the August 8, 2013 Meeting Minutes.

- Clark
- Coffaro
- Kilday
- Levine
- Matts (Abstain)
- Petersen
- Quinlan
- Schwager
- Vallone

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

Director's Report
Mrs. Levine stated that the building looks great!

The Director’s Report for September was distributed to the Trustees. Ms. Sanner stated that the Summer Reading Club for Adults was a success and enjoyed by all participants. She also stated that the Library staff is tracking the number of adults who visit the Library at 9:30 each morning.

Ms. Sanner stated that she has filled an interim vacancy due to a temporary leave of a staff member. The total number of hours per week required is 19.5.

Treasurer’s Report
Presentation of Bills:
Motion by Jennifer Mats, Seconded by Glenn Clark, to accept the treasurer’s report and September 2013 bills in the amount of $11,028.99.

- Clark
- Coffaro
- Kilday
- Levine
- Matts
- Petersen
- Quinlan
- Schwager
- Vallone

Trustees reviewed the September 2013 Bill List (August 27 – September 12, 2013). Ms. Sanner discussed the September 2013 Bill List stating that the annual contracts for the HVAC System and Elevators are included in the September Bill List. Discussion regarding the Bill List followed. Ms. Sanner reported that everyone is very happy with the services provided by
CleanNet. She also reported that the Borough is beginning its budget planning process for the 2014 Fiscal Year, and she will be completing the required budgetary forms and return them to the Borough next month. Ms. Sanner will present budget information to the Trustees at the November Meeting.

Committee Reports
Personnel
Ms. Vallone reported that Ms. Levine, Ms. Matts, and she will view the program regarding the evaluation of the Library Director that is available for Library Trustees. This professional development opportunity and others are available for Trustees to view. Ms. Sanner will distribute the link for all professional development opportunities to the Trustees.

Ms. Sanner has met with Ms. Vallone to discuss staff evaluations. She also stated that she has met with staff to discuss staff evaluations and will complete all staff evaluations by the end of September. Discussion regarding staff evaluations and the evaluation instrument followed.

The Trustees also discussed the Library's personnel policy. All Trustees reaffirmed the personnel policy used by the Borough. Members of the Personnel Committee will meet to review this policy.

Old Business
Mrs. Levine discussed her conversation with the representatives of the Franklin Lakes Library. She stated that the Franklin Lakes Library has instituted a $1 service charge for certain transactions effective July 1. Mrs. Levine discussed a letter she drafted addressed to the Franklin Lakes representatives with the Trustees. The Trustees approved the correspondence, and Mrs. Levine will mail it to the Franklin Lakes representatives.

New Business
Motion by Jennifer Matts, Seconded by Ronnie Levine, to change the hours of the Library, opening the Library at 9:30 A.M. on Monday - Saturday.

☐ Clark  ☒ Levine  ☐ Quinlan
☐ Coffaro  ☒ Matts  ☐ Schwager
☐ Kilday  ☐ Petersen  ☒ Vallone

Motion by Jennifer Matts, Seconded by Marilyn Vallone, to ratify the Contract dated July 29, 2013.

☐ Clark (Abstain)  ☒ Levine  ☐ Quinlan
☐ Coffaro  ☒ Matts  ☐ Schwager
☐ Kilday  ☐ Petersen  ☒ Vallone

Ms. Sanner discussed the elements of the Contract.

Motion to Adjourn:
Motion by: Glenn Clark  Seconded by: Marilyn Vallone

Meeting adjourned at 8:45 P.M. Next meeting: October 10, 2013, 7 P.M.

Submitted by _______________________
Julie Browne, Recording Secretary

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