

OAKLAND PUBLIC LIBRARY
Reorganization Meeting Minutes
Board of Trustees
January 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, January 12, 2017.

Call to order: President, Ronnie Levine, 7:05 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)	<u>Member Present</u>	Attend (X)	<u>Member Present</u>
	<input checked="" type="checkbox"/>	Jacqueline Christiano	<input checked="" type="checkbox"/>	Geraldine Petersen (7:30 P.M.)
	<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"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Peter Havel

Approval of Executive Session and Public Meeting Minutes

Motion by Anne Russo, Seconded by Teresa Kilday, to approve the November 10, 2016 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"/> Matts	<input type="checkbox"/> Schwager
<input checked="" type="checkbox"/> Kilday	<input type="checkbox"/> Petersen	<input checked="" type="checkbox"/> Vallone

Open Public Forum:

No one present.

Director's Report

Mr. Havel stated that he closed out the year underbudget. The Library has made payment to the Borough for the monies borrowed for the retirement of Ms. Kollar; this amount was included in the 2016 budget. He also reported that the Audit was completed in December and will be forwarded to him. Mr. Havel also reported that the Collective Bargaining Agreement with the Union expired on December 31, 2016. A negotiations session will be scheduled.

Mr. Havel also stated that December's circulation was down over last year's numbers, but total circulation will be 5% higher than last year. Discussion followed regarding circulation. Mr. Havel discussed the Children's Services and Adult Services Reports.

Mr. Havel reported that Sharp continues its work on the Library's Server/PC Management Project. Discussion followed regarding the Technology Programs offered in the Library.

Mr. Havel stated that he attended the System Council in November and the Reciprocity Task Force Meeting in December.

Treasurer's Report

Presentation of Bills:

Motion by Teresa Kilday, Seconded by Marilyn Vallone, to accept the bills in the amount of \$8,918.31. In favor:

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

Mr. Havel distributed and reviewed the Bill List. Discussion followed regarding the monthly bills.

Committee Reports:

Buildings and Grounds

Mr. Havel stated that the Library Project went out to bid and 16 contractors submitted bids for the Project. The Council has approved all phases of the Project and the funding ordinance was introduced at a recent Council Meeting. Bids received were below the total cost of the Project. Bids are currently being reviewed, and the Project has yet to be awarded. Once the Project is awarded, meetings will be scheduled with the contractor.

Mr. Havel has contacted several furniture vendors and will continue these discussions.

New Business:

Motion by Anne Russo, Seconded by Geri Petersen to appoint the Officers of the Board of Trustees for 2017.

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

2017 Library Officers: Mrs. Ronnie Levine, President; Mrs. Jennifer Matts, Vice President; Mrs. Marilyn Vallone, Secretary; Mrs. Teresa Kilday, Treasurer.

Mr. Havel reported that he received a letter from Bank of America notifying the Library that it will no longer conduct business with the Library. Mr. Havel stated that the Library does have an account with TD Bank.

Motion by Teresa Kilday, Seconded by Geri Petersen to approve the 2017 Resolutions as follows:

- 2017-01 Establish the Annual Schedule of Meetings
- 2017-02 Authorize Hours of Operations
- 2017-03 Designate Days the Library Will Be Closed
- 2017-04 Designate Official Newspapers
- 2017-05 Designate Official Depositories
- 2017-06 Authorize Signatures on Checks
- 2017-07 Library Purchasing Agent
- 2017-08 Retain Professional Services without Competitive Bidding
- 2017-09 Appoint Auditors
- 2017-10 Participate in BCCLS

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

Recess

Upon motion by Geri Petersen and seconded by Marilyn Vallone, Mrs. Levine recessed the Public Meeting to enter into Executive Session at 7:38 P.M. to discuss personnel.

Reconvene

Upon motion by Geri Petersen and seconded by Teresa Kilday, Mrs. Levine reconvened the Public Meeting at 7:48 P.M.

Old Business:

Mrs. Levine reported that the Foreign Movie Program has been very successful and well attended.

Motion to Adjourn:

Motion by: Anne Russo Second by: Geri Petersen

Meeting adjourned at 7:51 P.M. Next meeting: February 9, 2017, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary