

OAKLAND PUBLIC LIBRARY

Meeting Minutes

Board of Trustees

June 8, 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, June 8, 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 (7:04 P.M.)	<input 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"/>	Lucile Nicolaysen	<input checked="" type="checkbox"/>	Peter Havel

Approval of Executive Session and Public Meeting Minutes

Motion by Teresa Kilday, Seconded by Anne Russo, to approve the May 11, 2017 Meeting Minutes. In favor:

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

Open Public Forum:

No one present.

Director's Report

Mr. Havel stated that the month of May was busy in the Library; a lot of work was done on the original Library building. The Abatement Project started at the end of May and is now completed. New furniture and shelving were selected for the Library. The renovation of the original building is on schedule, and it is anticipated that the project will be completed in September. Discussion followed regarding the original library building renovations. Mr. Havel stated that a discussion will need to take place to plan for the grand opening, to be scheduled some time in September, of the original building.

Mr. Havel also stated that circulation was up this month, and over last month, and last year at this time. He stated that patrons have observed on multiple occasions that customer service is seriously lacking in the Library. Discussion followed regarding improvement of customer service.

He distributed the Children's Services and the Adult Services Reports to the Trustees for their review. Mr. Havel also stated that the Library's AV Plan has grown to \$50,000. The infrastructure will be planned and developed for the Library's future needs. He also stated that the roof is being repaired on the old building to ensure that it is watertight.

Mr. Havel provided a flooring sample and carpet sample for the Trustees to review.

Mr. Havel reported that on May 12 he attended the System Council Meeting in Closter, on May 16 he attended the Roundtable Discussion on Union and Civil Service Libraries in Hawthorne, and on May 24 he attended the Reciprocity Task Force Meeting in Hasbrouck Heights.

Treasurer's Report

Presentation of Bills:

Motion by Marilyn Vallone, Seconded by Anne Russo, to accept the treasurer's report and bills in the amount of \$13,580.33. 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"/> Nicolaysen | <input type="checkbox"/> Schwager |
| <input checked="" type="checkbox"/> Kilday | <input type="checkbox"/> Petersen | <input checked="" type="checkbox"/> Vallone |

Mr. Havel discussed the Transaction Detail Report for the period May 13 – June 8, 2017. He also distributed copies of the Bill List and the Transaction Detail List.

New Business:

Mrs. Vallone reported that Mr. Havel met with the senior citizens today and did an excellent job in answering all their questions. The senior citizens truly appreciated his time.

Motion by Teresa Kilday, Seconded by Anne Russo, to authorize the Library Director to close the NJ Cash Management Account. These funds will be used for the Library Renovation Project, specifically the purchase of shelving. 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"/> Nicolaysen | <input type="checkbox"/> Schwager |
| <input checked="" type="checkbox"/> Kilday | <input type="checkbox"/> Petersen | <input checked="" type="checkbox"/> Vallone |

Mr. Havel distributed copies of the proposed budget to the Trustees. He discussed the proposed budget and stated that at this time he does not know the amount of the supplemental appropriation from the Borough. Discussion followed regarding the proposed budget.

Motion to Adjourn:

Motion by: Teresa Kilday Second by: Anne Russo

Meeting adjourned at 7:59 P.M. Next meeting: July 13, 2017, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary