

OAKLAND PUBLIC LIBRARY

Meeting Minutes

Board of Trustees

December 12, 2013

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

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*.

<u>Roll Call:</u>	Attend (X)	<u>Member Present</u>	Attend (X)	<u>Member Present</u>
	<input checked="" type="checkbox"/>	Glenn Clark	<input checked="" type="checkbox"/>	Geraldine Petersen
	<input type="checkbox"/>	Gina Coffaro	<input checked="" type="checkbox"/>	Sadie Quinlan
	<input checked="" type="checkbox"/>	Teresa Kilday	<input type="checkbox"/>	Linda Schwager
	<input checked="" type="checkbox"/>	Ronnie Levine	<input checked="" type="checkbox"/>	Marilyn Vallone (7:13 P.M.)
	<input type="checkbox"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Abigail Sanner

Approval of Minutes

Motion by Glenn Clark, Seconded by Sadie Quinlan, to approve the October 10, 2013 Meeting Minutes.

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input checked="" type="checkbox"/> Quinlan
<input type="checkbox"/> Coffaro	<input type="checkbox"/> Matts	<input type="checkbox"/> Schwager
<input type="checkbox"/> Kilday (ABSTAIN)	<input type="checkbox"/> Petersen (ABSTAIN)	<input type="checkbox"/> Vallone

Note: The November Meeting was cancelled due to lack of a quorum so there are no Minutes for November.

Open Public Forum:

No members of the public were present.

Director's Report

The Director's Report for December was distributed to the Trustees. Ms. Sanner reported that all Valley Middle School classes scheduled are complete and were very successful. The VMS teachers did an excellent job in working with the Library staff and all have a better understanding of all Library services. Ms. Sanner also discussed other community programs scheduled throughout the month. Ms. Sanner also reported that the changes made to the collection, the withdrawal of 8,000 books, outdated and in poor condition, has been very positive. Circulation is holding steady which is excellent compared to a downward trend at many libraries. Ms. Sanner is reviewing the applications received to date to replace Pierre. The plan is to have one part-time Library Associate to provide technology skills for a day-time shift, and a second to handle public relations and adult programming in the evening shift.

Treasurer's Report

Presentation of Bills:

Motion by Glenn Clark, Seconded by Geri Petersen, to accept the treasurer's report and November 2013 bills in the amount of \$47,366.43. Note this bill pay included the annual BCCLS bill for \$35,279.00 which includes a \$4,500 penalty payment for excessive borrowing by Oakland residents from other BCCLS Libraries.

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input type="checkbox"/> Quinlan
<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

Motion by Glenn Clark, Seconded by Geri Petersen, to accept the treasurer's report and December 2013 bills in the amount of \$6,567.94.

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input type="checkbox"/> Quinlan
<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

Trustees reviewed the November 14, 2013 and the December 12, 2013 Bill Lists. Ms. Sanner discussed the Bill Lists and reviewed the documentation that is attached to each voucher for payment.

Committee Reports

Buildings and Grounds

Ms. Sanner stated that the RFP for the new construction should be prepared and submitted prior to the end of December.

Old Business

Ms. Levine reported that the Book Sale was a very successful fundraiser for the Library. Mrs. Levine also reported that she received a thank you note from a family member thanking the Library for the "Leaf" on the Tree of Remembrance.

New Business

Motion by Teresa Kilday, Seconded by Sadie Quinlan, to authorize payment of 17 hours of accrued vacation time to Pierre Rosen upon separation from the Oakland Public Library.

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input checked="" type="checkbox"/> Quinlan
<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

Motion by Teresa Kilday, Seconded by Geri Petersen, to authorize payment of three hours of accrued vacation time to Debbie Burnett.

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input checked="" type="checkbox"/> Quinlan
<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

Motion to Adjourn:

Motion by: Teresa Kilday Seconded by: Sadie Quinlan

Meeting adjourned at 8:13 P.M. Next meeting: January 9, 2014, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary