

OAKLAND PUBLIC LIBRARY

Public Meeting Minutes

Board of Trustees

December 10, 2015

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 10, 2015.

Call to order: Vice President, Jennifer Matts, 7:06 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	<input checked="" type="checkbox"/>	Jennifer Matts
	<input type="checkbox"/>	Gina Coffaro	<input checked="" type="checkbox"/>	Geraldine Petersen
	<input type="checkbox"/>	Paul Gourhan	<input type="checkbox"/>	Linda Schwager
	<input checked="" type="checkbox"/>	Teresa Kilday (7:09 P.M.)	<input type="checkbox"/>	Marilyn Vallone
	<input type="checkbox"/>	Ronnie Levine	<input checked="" type="checkbox"/>	Peter Havel

Approval of Executive Session and Public Meeting Minutes

Motion by Geraldine Petersen, Seconded by Jennifer Matts, to approve the October 8, 2015 Executive Session and Public Meeting Minutes. In favor:

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

Open Public Forum:

No one was present.

Director's Report

Mr. Havel discussed the December 2015 Director's Report as follows: 1) Adult Programs have been very good – the computer classes are very successful; 2) the budget line of \$76,000 for library materials will be included in the 2016 preliminary budget; 3) during the month of October 2015 circulation dipped as compared to the October 2014 activity, however, November 2015 circulation remained the same as compared to the November 2014 activity. Mr. Havel distributed the Departmental Reports for review.

Mr. Havel also reported that he will serve as a member of the BCCLS Reciprocity Taskforce Committee.

Treasurer's Report

Presentation of Bills:

Motion by Teresa Kilday, Seconded by Jennifer Matts, to accept the bills in the amount of \$7,821.28. In favor:

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

Mr. Havel discussed the Bill List. He stated that all future spending will be from the 2016 budget.

Committee Reports:

Buildings & Grounds

Mr. Havel reported that the Oakland Borough Council approved a resolution authorizing the contract for Library renovations to Arcari & Iovino. Library representatives can now move forward with the

design, construction document phase, public bidding phase, and construction administration. Mr. Havel distributed a copy of the Resolution passed recently by the Oakland Borough Council.

Mr. Havel also discussed the recent incident regarding the graffiti spray-painted on the outside of the Library building. Mr. Havel also reported that the Library is now using Optimum Internet and telephone services.

New Business:

Mr. Havel reported that there was one finding in the 2014 Audit – use of QuickBooks. He stated that the Library staff is currently utilizing QuickBooks. A copy of the 2014 Audit is available for all Trustees.

Mr. Havel also discussed the 2016 Budget. He stated that the Friends of the Library have pledged \$10,000, which is an increase from last year's budget. State Aid will total \$5,000. Mr. Havel asked the Trustees to provide him with any adjustments to the preliminary 2016 budget.

Recess

Upon motion by Jennifer Matts and seconded by Teresa Kilday, Mrs. Matts recessed the Public Meeting to enter into Executive Session at 7:31 P.M. to discuss personnel.

Reconvene

Upon motion by Teresa Kilday and seconded by Geraldine Petersen, Mrs. Matts reconvened the Public Meeting at 8:03 P.M.

Motion to Adjourn:

Motion by: Teresa Kilday Second by: Jennifer Matts

Meeting adjourned at 8:03 P.M. Next meeting: January 14, 2016, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary