

OAKLAND PUBLIC LIBRARY
Reorganization Meeting Minutes
Board of Trustees
 January 9, 2014

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 9, 2014.

Call to order: President, Ronnie Levine, 7:08 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 type="checkbox"/>	Sadie Quinlan
	<input checked="" type="checkbox"/>	Teresa Kilday	<input type="checkbox"/>	Linda Schwager
	<input checked="" type="checkbox"/>	Ronnie Levine	<input type="checkbox"/>	Marilyn Vallone (7:15 P.M.)
	<input checked="" type="checkbox"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Abigail Sanner

Approval of Minutes

Motion by Glenn Clark, Seconded by Teresa Kilday, to approve the December 12, 2013 Meeting Minutes. In favor:

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

Open Public Forum:

No members of the public were present.

Director's Report

The Director's Report for January was distributed via email, and a hard copy was available at the meeting. Ms. Sanner briefly discussed the incident involving a community member who did not have a Library card but wanted to check out books. She stated that Library staff handled the situation very well. Ms. Sanner will provide the Trustees with a quotation for a panic button and this request will be included in the RFP as a safety upgrade and will distribute a copy of the RFP to all Trustees. Ms. Sanner reported that the Request for Proposals has been mailed and to date she has received a large number of responses. Ms. Sanner also discussed the SWAT Team Report and the improvements made in the Library as a result of the SWAT Team Report. She also reported that Mr. Chris Visconti is the Council Liaison to the Library for 2014.

Treasurer's Report

Presentation of Bills:

Motion by Jennifer Matts, Seconded by Geri Petersen, to accept the bills in the amount of \$4,217.19. In favor:

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

The following financial reports were provided: the Bill List, Account Balances as of December 31, 2013, and the Banking Summary for the period January 1 - December 31, 2013. Trustees reviewed all financial reports. Ms. Sanner also discussed the reports as follows: 2013 Adult Internet Use, 2013 Annual Reference, 2013 Museum Visits. Trustees discussed these reports.

Committee Reports:

Personnel

A Personnel Committee Meeting will be scheduled in the near future. Ms. Sanner also reported that she will conduct interviews on January 10, 2014.

Policy

A Policy Committee Meeting will be scheduled in the near future to discuss creating a policy to address the procedures in the event that the Library is closed.

New Business:

Ms. Levine stated that Mrs. Sadie Quinlan has served as the Mayor's Delegate and this appointment is renewed for 2014.

Motion by Geri Petersen, Seconded by Marilyn Vallone to approve the Meeting Schedule for the period February - August 2014, Resolution 2014-01, Establish the Annual Schedule of Meeting Dates.

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input type="checkbox"/> Quinlan
<input type="checkbox"/> Coffaro	<input checked="" 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 approve the 2014 Resolutions as follows:

- 2014-02 Authorize Hours of Operations
- 2014-03 Designate Days the Library Will Be Closed
- 2014-04 Designate Official Newspapers
- 2014-05 Designate Official Depositories
- 2014-06 Authorize Signatures on Checks
- 2014-07 Library Purchasing Agent
- 2014-08 Retain Professional Services without Competitive Bidding
- 2014-09 Appoint Auditors
- 2014-10 Establish Petty Cash Accounts
- 2014-11 Participate in BCCLS

<input checked="" type="checkbox"/> Clark	<input checked="" type="checkbox"/> Levine	<input type="checkbox"/> Quinlan
<input type="checkbox"/> Coffaro	<input checked="" 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 appoint the Officers of the Board of Trustees for 2014.

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

2014 Library Officers: Mrs. Ronnie Levine, President; Mrs. Jennifer Matts, Vice President; Mrs. Marilyn Vallone, Secretary; Mrs. Teresa Kilday, Treasurer. Mrs. Jennifer Matts, Vice President, is designated as the representative for the Library Trustees for the Library Construction Project.

Motion to Adjourn:

Motion by: Teresa Kilday Second by: Geri Petersen

Meeting adjourned at 8:07 P.M. Next meeting: February 13, 2014, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary