

OAKLAND PUBLIC LIBRARY
Reorganization Meeting Minutes
Board of Trustees
 January 15, 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, January 15, 2015.

Call to order: President, Ronnie Levine, 7:02 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 type="checkbox"/>	Jacqueline Christiano	<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 type="checkbox"/>	Marilyn Vallone (7:12 P.M.)
	<input checked="" type="checkbox"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Abigail Sanner

Approval of Minutes

Motion by Jennifer Matts, Seconded by Sadie Quinlan, to approve the December 11, 2014 Meeting Minutes. In favor:

- | | | |
|--|--|---|
| <input type="checkbox"/> Christiano | <input checked="" type="checkbox"/> Levine | <input checked="" 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:

A representative of the architectural firm, Arcari & Iovino, presented an overview of the proposed library renovations to the members of the Board of Trustees and several members of the Borough Council. Discussion followed regarding the design elements of the proposed project. All trustees will review the scope of work document distributed during the presentation. A future meeting with the Mayor and Council Members will be scheduled to discuss the scope of work later in January.

Director's Report

Ms. Sanner will prepare a State of the Library Report for the Trustees' review. Ms. Sanner stated that she will complete the State Aid Report prior to her departure date.

Treasurer's Report

Presentation of Bills:

Motion by Teresa Kilday, Seconded by Sadie Quinlan, to accept the bills in the amount of \$8,730.34. In favor:

- | | | |
|--|--|---|
| <input type="checkbox"/> Christiano | <input checked="" type="checkbox"/> Levine | <input checked="" 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 |

Committee Reports:

Personnel

Ms. Levine stated that interviews with the five candidates who had submitted resumes for the position of Director have been scheduled on Thursday, January 22. The first interview is scheduled at 4 P.M. Ms. Levine distributed a list of interview questions for the Trustees to review.

Ms. Sanner stated that Ms. Rose Curry is the newest Library staff member who has assumed many of the tasks that Ms. Sanner was responsible for in the past; i.e., Adult Programming and the monthly newsletter.

Ms. Matts stated that she received an anonymous letter asking the Library Trustees to consider employing a part-time Director. Ms. Matts stated further that the primary reason why the Library Trustees are precluded from hiring a part-time Director is that legally the Library must have a full-time Director based upon the Borough's population. Oakland's population is more than 7,500.

Finance

Ms. Sanner stated that she has yet to meet with Borough Officials regarding the 2015 budget. The December meeting with Borough Officials was cancelled.

New Business:

Motion by Teresa Kilday, Seconded by Marilyn Vallone to approve the 2015 Resolutions as follows:

- 2015-01 Establish the Annual Schedule of Meetings
- 2015-02 Authorize Hours of Operations
- 2015-03 Designate Days the Library Will Be Closed
- 2015-04 Designate Official Newspapers
- 2015-05 Designate Official Depositories
- 2015-06 Authorize Signatures on Checks
- 2015-07 Library Purchasing Agent
- 2015-08 Retain Professional Services without Competitive Bidding
- 2015-09 Appoint Auditors
- 2015-10 Establish Petty Cash Accounts
- 2015-11 Participate in BCCLS
- 2015-12 Designate Attorney

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Christiano | <input checked="" type="checkbox"/> Levine | <input checked="" 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 Jennifer Matts, Seconded by Teresa Kilday to appoint the Officers of the Board of Trustees for 2015.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Christiano | <input checked="" type="checkbox"/> Levine | <input checked="" 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 |

2015 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 9:20 P.M. Next meeting: March 12, 2015, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary