

OAKLAND PUBLIC LIBRARY

Meeting Minutes

Board of Trustees

July 11, 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, July 11, 2014.

Call to order: Vice President, Jennifer Matts, 7:03 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 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 type="checkbox"/>	Ronnie Levine	<input type="checkbox"/>	Marilyn Vallone
	<input checked="" type="checkbox"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Abigail Sanner

Approval of Minutes

Motion by Jennifer Matts, Seconded by Glenn Clark, to approve the June 12, 2014 Executive Session and Meeting Minutes. In favor:

<input checked="" type="checkbox"/> Clark	<input 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 type="checkbox"/> Petersen	<input type="checkbox"/> Vallone

Open Public Forum:

No members of the public were present.

Director's Report

The Director's Report for July was distributed via email and a hard copy was available at the meeting. Ms. Sanner distributed the BCCLS Policy regarding libraries undergoing renovations or new construction. She stated that the Library must contact BCCLS and advise of any Library closings.

Ms. Sanner discussed the Staff Development Program scheduled on July 9. The facilitator of the staff development program, Dr. Radford, was quite impressed with the Library Staff. Ms. Sanner stated that the focus of the discussions covered communication among internal customers (staff) and patrons. She distributed the PowerPoint Presentation that was distributed to the Library staff members during the workshop. The workshop was well received by the staff members.

Ms. Sanner also discussed the Summer Reading Programs for adults, teens, children, and pre-schoolers. All programs are very successful.

Ms. Sanner reported that all Trustees have filed their Financial Non-Disclosure Forms online and on time. She thanked them for their responses. Mr. Clark notified Ms. Sanner that he was not contacted by the Borough to complete an online form.

Treasurer's Report

Presentation of Bills:

Motion by Teresa Kilday, Seconded by Sadie Quinlan, to accept the bills in the amount of \$9,776.41. In favor:

<input checked="" type="checkbox"/> Clark	<input 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 type="checkbox"/> Petersen	<input type="checkbox"/> Vallone

The Trustees reviewed the Bill List for the period June 21 – July 11, 2014. Ms. Sanner discussed the Transaction Report for the period June 14 – July 10, 2014.

Ms. Sanner also reported that she is moving forward with the annual Audit.

Committee Reports:

Personnel

Members of the Personnel Committee will be meeting immediately following this Public Meeting.

Buildings & Grounds

Mrs. Matts reported that the members of the Buildings and Grounds Committee met with the architects today to discuss the scope of work of the project and the preliminary list of renovations. She stated that the architects and engineers will conduct a walk through of the property some time during the next few weeks.

Mrs. Matts also reported that a meeting will be scheduled with the members of the public as well as staff members to discuss the project. A consultant will be present at this public meeting to discuss Library user requirements as well as discuss ideas on how to involve the community in this project.

Recess

Upon motion by Teresa Kilday and seconded by Sadie Quinlan, Mrs. Matts recessed the Public Meeting to enter into Executive Session at 7:33 P.M.

Reconvene

Upon motion by Teresa Kilday and seconded by Sadie Quinlan, Mrs. Matts reconvened the Public Meeting at 7:35 P.M.

Motion to Adjourn:

Motion by: Teresa Kilday Second by: Sadie Quinlan

Meeting adjourned at 7:35 P.M. Next meeting: August 10, 2014, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary