

OAKLAND PUBLIC LIBRARY

Meeting Minutes

Board of Trustees

June 12, 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, June 12, 2014.

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

Approval of Minutes

Motion by Teresa Kilday, Seconded by Geri Petersen, to approve the May 8, 2014 Executive Session and Meeting Minutes. In favor:

<input checked="" type="checkbox"/> Clark	<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 (Abstain)

Open Public Forum:

No members of the public were present.

Recess

Upon motion by Jennifer Matts and seconded by Marilyn Vallone, Mrs. Levine recessed the Public Meeting to enter into Executive Session at 7:02 P.M.

Reconvene

Upon motion by Jennifer Matts and seconded by Teresa Kilday, Mrs. Levine reconvened the Public Meeting at 7:13 P.M.

Director's Report

The Director's Report for June was distributed via email and a hard copy was available at the meeting. Ms. Sanner stated that Mr. Visconti and Mr. Kunz have discussed the architect recommendations as well as the septic system.

Ms. Sanner discussed the flyer for the Summer Reading Program. Programs scheduled during the summer are: Tot Library Club and Story Time, Teen Program, and Adult Reading Program. Ms. Sanner discussed these programs. Ms. Sanner also discussed the Summer Reading Program for pre-readers. She presented the Welcome Packet that is available to new Oakland residents. She also reported that she is preparing the Staff Development Plan, which she will share with the Trustees next month.

Ms. Sanner reported that the Audit will be scheduled in the near future.

Treasurer's Report

Presentation of Bills:

Motion by Teresa Kilday, Seconded by Geri Petersen, to accept the bills in the amount of \$8,338.45. In favor:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Clark | <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 |

The Trustees reviewed the Bill List for the period May 14 - June 13, 2014. Ms. Sanner stated that the Library programs for the children are funded by the Friends of the Library.

Motion by Jennifer Matts, Seconded by Geri Petersen, to authorize the payment of the invoice received from Barnes & Noble in the amount of \$102.55. In favor:

- | | | |
|--|--|---|
| <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 Geri Petersen, Seconded by Jennifer Matts, to transfer \$500.00 from the Checking Account into the Petty Cash Account to purchase Children's and Adult's movies. In favor:

- | | | |
|--|--|---|
| <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 |

Committee Reports:

Personnel

Mrs. Vallone distributed the Wyckoff Library's Communication Media Policy that was discussed and reviewed by the Trustees. Discussion regarding the Library's Policy Manual followed, and the Trustees supported the recommendation to adopt the Borough of Oakland's Policy Manual as follows:

Motion by Jennifer Matts, Seconded by Marilyn Vallone, to adopt the Borough of Oakland's Policy Manual pending the development of a Personnel Policy for the Library. In favor:

- | | | |
|--|--|---|
| <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 |

Buildings & Grounds

Mrs. Matts reported that a recommendation has been submitted to the Mayor and Council to approve the Architectural Firm, Arcari & Iovino Architects, for the renovation project. She stated that Mr. Visconti's presentation of the architectural firm and renovation project was well received by the Mayor and Council. It is anticipated that a resolution accepting the architectural firm will be placed on next month's Mayor and Council Meeting Agenda. A presentation of the architectural firm and renovation project was also made to the Oakland Seniors. Ms. Sanner presented a proposed timeline of the renovation project. Ms. Sanner will distribute a copy of the summary list of the architects; Arcari & Iovino Architects will make a presentation of the renovation project to the Trustees after approval of the contract.

Motion to Adjourn:

Motion by: Jennifer Matts Second by: Teresa Kilday

Meeting adjourned at 8:04 P.M. Next meeting: July 10, 2014, 7 P.M.

Submitted by _____
Julie Browne, Recording Secretary