

# OAKLAND PUBLIC LIBRARY

## Meeting Minutes

### Board of Trustees

June 9, 2016

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 9, 2016.

**Call to order:** Vice President, Jennifer Matts, 7:01 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"/>	Geraldine Petersen
	<input type="checkbox"/>	Gina Coffaro	<input checked="" type="checkbox"/>	Anne Russo
	<input type="checkbox"/>	Teresa Kilday	<input type="checkbox"/>	Linda Schwager
	<input type="checkbox"/>	Ronnie Levine	<input checked="" type="checkbox"/>	Marilyn Vallone
	<input checked="" type="checkbox"/>	Jennifer Matts	<input checked="" type="checkbox"/>	Peter Havel

#### Approval of Executive Session Minutes

Motion by Marilyn Vallone, Seconded by Geri Petersen, to approve the May 12, 2016 Meeting Minutes. In favor:

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

#### Approval of Public Meeting Minutes

Motion by Jacqueline Christiano, Seconded by Geri Petersen, to approve the May 12, 2016 Meeting Minutes. In favor:

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

#### Open Public Forum:

No one present.

#### Director's Report

Mr. Havel reported that circulation was great during the month of June with 1,000 more items circulated. He discussed the new collection management platform, Collection HQ, which is being utilized by Library staff members. Mr. Havel distributed the Children's Services Report and the Adult Services Report to the Trustees for their review. He also stated that the adult programming continues to expand.

Mr. Havel also reported that members of the staff participated in staff development opportunities.

#### Treasurer's Report

##### Presentation of Bills:

Motion by Jennifer Matts, Seconded by Geri Petersen, to accept the bills in the amount of \$8,819.31. In favor:

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

Mr. Havel discussed the Transaction List and bills for the month. He stated that the cleaning services will continue to be completed by the current vendor, but effective July, arrangements will be made with another vendor for cleaning services which will save the Library approximately \$1,000 per year.

Mr. Havel distributed the list of deposits and Bill List for review.

**Committee Reports:**

Buildings and Grounds

Mr. Havel reported that progress is being made with the building project. Mr. Havel met with the architect and members of the Oakland Council and will schedule individual meetings with the architect and the members of the Oakland Council. General plans and designs are being finalized; the HVAC details continue to be discussed as well as the roof, flooring, and lighting. Discussion followed regarding the library renovations – the location of the Circulation Desk, layout of the Library and collection, HVAC, flooring, and lighting. Renderings of the proposed shelving and lighting were distributed and discussed.

Recess

Upon motion by Jennifer Matts and seconded by Jacqueline Christiano, Mrs. Matts recessed the Public Meeting to enter into Executive Session at 7:59 P.M. to discuss personnel.

Reconvene

Upon motion by Anne Russo and seconded by Jennifer Matts, Mrs. Matts reconvened the Public Meeting at 8:08 P.M.

**Motion to Adjourn:**

Motion by: Anne Russo Second by Jennifer Matts

Meeting adjourned at 8:08 P.M. Next meeting: July 14, 2016, 7 P.M.

Submitted by \_\_\_\_\_  
Julie Browne, Recording Secretary