

Free Public Library of the Township of Rochelle Park

Minutes of the Regular Meeting of the Board of Trustees
of the Rochelle Park Public Library held at the
Senior Center
151 West Passaic Street
Rochelle Park, NJ
August 13, 2018

Trustee Sandi Ross called the meeting to order at 7:00pm.

This is a regularly scheduled public meeting of the Rochelle Park Library Board of Trustees and notice thereof has been given by the following:

- A. Sending notice on January 17, 2018 to “The Record” and “Our Town”.
- B. Posted a copy of the Agenda in the library as well as on the library website.

ROLL CALL

Present: Treasurer Adib Abboud
 Trustee Karen Koerner
 President Sandi Ross
 Secretary Christopher Sheridan
 Vice President Diane Verhasselt
 Michael Warren, Mayoral Designee
 Cathleen Hernando, Superintendent of Schools Designee

Also Present: Kathryn Cannarozzi, Library Director

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

A motion was offered by Vice President Verhasselt to amend the agenda to include a Closed Session and was seconded by Treasurer Abboud. Motion carried on a voice vote - all voting “Aye”.

A motion was offered by Vice President Verhasselt to approve the agenda and was seconded by Treasurer Abboud. Motion carried on a voice vote - all voting “Aye”.

APPROVAL OF MINUTES

A motion was offered by Vice President Verhasselt to approval the Minutes for June 11 2018 seconded by Treasurer Abboud.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Treasurer Abboud	X			
Trustee Koerner	X			
President Ross	X			
Trustee Sheridan	X			
Vice President Verhasselt	X			
Designee Hernando	X			
Designee Warren	X			

FINANCIAL REPORT/BILLS PAYABLE

As of August 13, 2018, Rochelle Park Public Library has the following funds:

Operating Account: \$348,426.25.

From that we must exclude \$129,885.50, since that is the money that was rolled over and cannot be used until 2019. That brings our Operating account balance to \$218,540.75.

Donations Account: \$1,974.67

Electric Bill: \$3,999.96 (Paid in full for all of 2018)

Gas Bill: \$3,999.96 (Paid in full for all of 2018)

Ricoh - Copier Contract: \$1,536.00 (Paid in full for all of 2018)

Cleaning Service Contract: \$4,500.00 (Paid in full for all of 2018)

JIF Insurance: \$10,227.96 (Paid in full for all of 2018)

Reload Bibliographic - Polaris: \$18,450.00 (Paid in full)

DISCUSSION ITEMS

Vice President Verhasselt discussed a reading incentive program she was familiar with called Books and Beyond which would partner up with Midland School.

President Ross and Secretary Sheridan registered for an October Library Trustee Institute. Conference cost will be paid for by the NJ State Library and will cost \$95 for a second trustee to attend.

Library Director Cannarozzi asked to attend the Library Leadership Academy for the 2018 - 2019 year at a cost of \$300. A motion was offered by Vice President Verhasselt and seconded by Trustee Koerner. Motion carried on a voice vote - all voting "Aye".

CORRESPONDENCE

A get well card was sent to Mr. George Harrison on behalf of the Library Board.

DIRECTORS REPORT

Ms. Cannarozzi gave her report on the Library use and programs. The home delivery service was officially set up. New library policies were presented regarding the Meeting Room and Code of Conduct. Also discussed was adding cameras to the library.

COMMITTEE REPORTS

Personnel

A motion was presented by Vice President Verhasselt and seconded by President Ross to pass resolution :

No. 2018 - 17 A resolution to hire *Kevin Patrick, Jillian Bielen and Charlie Leppert* as part-time library staff members at the rate of \$12.50 per hour.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Treasurer Abboud	X			
Trustee Koerner	X			
President Ross	X			
Trustee Sheridan	X			
Vice President Verhasselt	X			

Designee Hernando	X			
Designee Warren	X			

Ms. Cannarozzi will contact.

Personal committee plans to meet with the bookkeeper for her 4 month review. Will report back at the September meeting. President Ross will send out the RICE letter to Carol Piazza.

Budget/Finance

No reports at this time.

Operations/Facilities

Ms. Cannarozzi had a local contractor, Matt Trawinski, to look at possible renovations. Ms. Cannarozzi will also be contacting a library design firm to get a quote.

OLD BUSINESS

NEW BUSINESS

Library Director is trying to come up with dates for an end of summer event for the library staff and has also discussed a holiday party.

Designee Hernando told that board that the new principal of Midland School would be hosting Meet and Greets the last week in August. Ms. Cannarozzi stated she would try to attend and would so look into attending Back to School Night at Midland School.

PUBLIC PORTION

No members of the public present.

ADJOURNMENT

A motion was offered by Vice President Verhasselt and seconded by Designee Warren to adjourn the meeting at 8:39pm. Motion carried on a voice vote - all voting "Aye".

Respectfully submitted,
Christopher Sheridan - Library Board Secretary