

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
September 24, 2018

President Sandi Ross called the meeting to order at 7:04 pm.

This is a regularly scheduled public meeting of the Rochelle Park Library Board of Trustees and notices 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
Carol Piazza, Library Bookkeeper
Bob Davidson, Township Administrator

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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”.

CLOSED SESSION

A motion was offered by Vice President Verhasselt and seconded by President Ross to close the meeting to the public at 7:09. Motion carried on a voice vote - all voting "Aye".

The board returned from the closed session at 7:20.

APPROVAL OF MINUTES

A motion was offered by President Ross to approve the Minutes for August 13 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			

A motion was offered by President Ross to approve the Closed Session Minutes for January 31 2018 seconded by Vice President Verhasselt.

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			

A motion was offered by Vice President Verhasselt to approve the Closed Session Minutes for February 12 2018 - A 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			

A motion was offered by President Ross to approve the Closed Session Minutes for February 12 2018 - B seconded by Trustee Koerner.

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			

A motion was offered by Designee Hernando to approve the Closed Session Minutes for March 12 2018 seconded by Designee Warren.

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			

A motion was offered by Vice President Verhasselt to approve the Closed Session Minutes for April 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			

A motion was offered by President Ross to approve the Closed Session Minutes for May 14 2018 seconded by Trustee Koerner.

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

August 2018

Starting balance: \$388,135.55

Paid out: \$68,595.70

Ending Balance: \$319,539.85

Treasurer Abboud gave his financial report and will look into providing petty cash for the library director.

DISCUSSION ITEMS

Township Administrator, Bob Davidson, gave an update on the mold issue in the library director's office. An air sampling quality check was performed including in the exterior areas of the library. ServPro would be performing the remediation and required the library to be closed to the public for a few days (Thursday 9/27 and Friday 9/28). The township architect will be in to look at how to repair.

CORRESPONDENCE

The Our Town newspaper printed an article about library's homebound delivery service.

DIRECTORS REPORT

Ms. Cannarozzi gave her report on the Library use and programs. Ms. Cannarozzi requested that we hire Benjamin Friedman at Villiage Marketing Co. to redesign the library website using SquareSpace. Mr. Friedman recently updated Leonia's website.

A motion was offered by Designee Warren and seconded Vice President Verhasselt to pass resolution:

No. 2018 - 18 A resolution to hire Benjamin Friedman of Villiage Marketing Co. to redesign the library website that will not exceed \$4,000.

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 informed the board of BCCLS’ plan to possibly implement their own delivery service. The proposed price per libaryr is \$9,000 a year. Ms. Cannarozzi asked for the support from the board to vote no at an upcoming System’s Council Meeting. Motion carried on a voice vote - all voting “Aye”.

Ms. Cannarozzi is looking to increase part time employees specifically people with night availablity or children’s experience. It was suggested Ms. Cannarozzi advertse not only through BCCLS but also on Indeed, the OurTown Newspaper and with local colleges.

Ms. Cannarozzi would like permission to send surrigates in her place to township events. Lastly, Ms. Cannarozzi would be interested in increasing the hours of the library.

A motion was made by Vice President Verhasselt and seconded by Trustee Koerner to pass resolution:

No. 2018 - 19 A resolution to increase hours of operation:

Monday - Thursday 10am - 8pm

Friday 10am - 5pm

Saturday 10am - 3pm

Sunday 12pm - 4pm

Changes will take place upon the hiring of increased part time staff.

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			

COMMITTEE REPORTS

Personnel

Phyllis will be retiring in December and is only available as needed.

Operations/Facilities

Ms. Cannarozzi updated the board on her meeting with the library designer. President Ross was also in attendance. The designer will be working up floor plan options and will be utilizing furniture that is currently in the library. Also in discussion were the addition of cameras as well as the best location for the computers. All contractors are employed with the state so no bid process is necessary.

OLD BUSINESS

Parties - A planned sumemr pizza party for staff members was cancelled due to unavailability.

NEW BUSINESS

Board began working on dates for the 2018-2019 calendar.

PUBLIC PORTION

No members of the public present.

ADJOURNMENT

A motion was offered by Vice President Verhasselt and seconded by Designee Hernando to adjourn the meeting at 8:56 pm. Motion carried on a voice vote - all voting "Aye".

Respectfully submitted,
Christopher Sheridan - Library Board Secretary