

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
October 22, 2018

President Sandi Ross called the meeting to order at 7:01 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 October 13, 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

Also Present: Kathryn Cannarozzi, Library Director

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”.

APPROVAL OF MINUTES

A motion was offered by Designee Warren to approve the Minutes for September 24, 2018 seconded by President Ross.

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 September 24, 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

Time Period: 9/1/2018 – 9/30/2018

Beginning Balance: \$319,328.49

Expenditures: \$9,142.30

Ending Balance: \$310,186.19

DISCUSSION ITEMS

Library Design - Collaborative Library Design came in for a second visit with Ms. Cannarozzi and President Ross and Peter Gisolfi Associates. Will present at the December meeting.

Trustee Institute - Saturday, October 27th. Will be attended by President Ross and Secretary Sheridan. Michael Cerone will be a Keynote speaker.

Library reorganization - Looking for volunteers to join the library board in 2019.

CORRESPONDENCE

DIRECTORS REPORT

Ms. Cannarozzi gave her report on the Library use and programs. Ms. Cannarozzi gave an update on the redesign of the website. Ms. Cannarozzi needs to update the employee manual to include language about new state law which grants sick time of 1 hour for every 30 worked. Ms. Cannarozzi has a Library sign that she would like DPW to attach to on a street sign directing patrons to the library. Designee Warren would reach out to DPW on her behalf.

Ms. Cannarozzi requested we move to a digital phone number.

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

No. 2018 - 20 A resolution to purchase a digital phone number at a cost of \$10 per month.

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

Operations/Facilities

OLD BUSINESS

Parties

None planned at this time.

Library board calendar dates 2018 - 2019

(see attached)

Mold

Director is almost back in her office which has been painted and is waiting on carpeting.

Part-time staffing

Extending Hours

NEW BUSINESS

Revised computer and meeting room policies

It is recommended that we have patrons sign off on the computer policy each time they use the computers. It is difficult to handle paper copies of the policy and would be easier to make it part of the sign in process. Director will look into the software.

PUBLIC PORTION

No members of the public present.

ADJOURNMENT

A motion was offered by President Ross and seconded by Trustee Koener to adjourn the meeting at 8:03 pm. Motion carried on a voice vote - all voting "Aye".

Respectfully submitted,

Christopher Sheridan - Library Board Secretary