

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
November 26, 2018

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

This is a regularly scheduled public meeting of the Rochelle Park Library Board of Trustees and notices thereof have 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 Designee Warren to add an item to correspondence and was seconded by Secretary Sheridan. Motion carried on a voice vote - all voting “Aye”.

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

APPROVAL OF MINUTES

A motion was offered by Vice President Verhasselt to approve the Minutes for October 22, 2018 seconded by Trustee Koener.

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: 10/1/2018 -10/31/2018

Beginning Balance for October 2018 \$310,226.69

Expenditures \$13,640.11

Ending Balance for October 2018 \$296,586.58

DISCUSSION ITEMS

- Treasure Abboud and Vice President Verhasselt brought up some items for discussion stemming from a workshop they attended. Ideas included hosting more events on weekends and schools recesses, adding programs for resume building and FASFA assistance, a survey for the public, STEM/MakerSpace classes, volunteer policies/opportunities, and the proposed BCCLS delivery system.
- Library Designer will be attending the December 10th meeting.
- Trustee Education
 - President Ross and Secretary Sheridan attended the 2018 Trustee Institute on October 27th. Treasurer Abboud and Vice President Verhasselt also attended a workshop at the Hasbrouck Heights Library.
- Website
 - The new Website redesign is near completion and should be ready for the Library board at the January meeting. The redesign will include possible logo options.

- 2019 Budget
 - Treasurer Abboud will be meeting with Director Cannarozzi to discuss the 2019 Budget and will present at the December meeting.

- Earmarking money for Capital Improvements
 - Mr. Warren suggested that Director Cannarozzi reach out to Mary Chute, NJ State Librarian, for assistance.

CORRESPONDENCE

Designee Warren received an email from a citizen in regards to library procedures. Mr. Warren shared the contents of the email with the Library Board and Director. President Ross will reach out to the citizen in regards to concerns brought up.

DIRECTORS REPORT

Ms. Cannarozzi gave her report on the Library use and programs. Ms. Cannarozzi gave an update on the redesign of the website which should be ready for the Library board to see in January. Ms. Cannarozzi updated both the Employee Manual and the Patron Policy. Ms. Cannarozzi expressed interest in having the staff attend training and workshops. Treasurer Abboud said he would find a place in the 2019 budget to accommodate. BCCLS would like to use the Rochelle Park Senior Center in March for an Advocacy program. Mr. Warren will follow up with the Township Administrator.

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

No. 2018 - 21 A resolution to approve revised Employee Manual.

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 and seconded by Treasurer Abboud to pass resolution:

No. 2018 - 22 A resolution to approve revised Patron Policy.

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

- Library board calendar dates 2019
- Mold
- Part-time staffing
- Extending Hours
- Remodel progress
- Update employee manual for new sick leave law
- Revised computer and meeting room policies

NEW BUSINESS

- Midland School
 - Designee Hernando suggested having the Midland School Latchkey program visit the library for some afterschool programming. Secretary Sheridan suggested having some lower grades (1st or 2nd) take a field trip to the

library as a Field Trip to receive their library cards. Designee Hernando and Director Cannarozzi will reach out to Mr. Alberta, Midland School Principal.

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 9:38 pm. Motion carried on a voice vote - all voting "Aye".

Respectfully submitted,
Christopher Sheridan - Library Board Secretary