

**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  
December 10, 2018

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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 have 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

Also Present: Kathryn Cannarozzi, Library Director

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

A motion was offered by President Ross to approve the Minutes for November 26, 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			

## PRESENTATION - Stewart Fife & Glenn Goble from Library Interiors Inc.

Library Interiors Inc provides comprehensive library design services, as well as, supply furnishings from a variety of manufacturers. Library Interiors Inc. works with state contractors and handles all installation. A design committee would need to be formed to meet several times of the next 3 -4 months to approve a final design and layout to modernize the current library. A suggested budget is \$45 a square foot or \$150,000 for the main library as well as the three smaller rooms.

## FINANCIAL REPORT/BILLS PAYABLE

Time Period: 11/1/2018 -11/30/2018

Beginning balance as of 11.01.2018:	\$296,701.78
Total Expenditures:	\$12,101.35
Ending balance as of 11.30.2018:	\$284,600.43

## DISCUSSION ITEMS

- Capital Plan

Ms. Cannarozzi composed a 3 year Capital Project Plan 2019 -2021. The plan includes updating the carpets, cabinet installation and a security system for 2019, shelving upgrades and adult furniture for 2020 and children's furniture and a circulation desk for 2021 at a total cost of \$152,000.

A motion was offered by President Ross and seconded by Treasurer Abboud to pass resolution:

**No. 2018 - 23** A resolution to approve Capital Project Plan 2019 - 2022.

**ROLL CALL VOTE**

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

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

**No. 2018 - 24** A resolution to move \$44,000 from the General Fund into the Capital Funds Account.

**ROLL CALL VOTE**

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

- **Security System Quotes**

Three companies submitted proposals for the purchase and installation of security cameras in the library. Ms. Cannarozzi reviewed the three proposals

and made her recommendation based on the number of cameras and the ability to review in real-time through the internet.

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

**No. 2018 -25** A resolution hiring Cianci Security Systems to install security cameras in the library at an estimated cost of \$7,998.00.

**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			

- **2019 Budget**

Mr. Abboud presented a proposed budget for 2019. The budget included money for the Capital Project Plan as well as salary increases for employees. Those increases include a 2% increase for hourly workers, an increase from \$18 to \$20 an hour for the bookkeeper and a 5% increase for the director.

A motion was offered by Treasurer Abboud and seconded by Secretary Sheridan to pass resolution:

**No. 2018 - 26** A resolution approving the proposed 2019 budget including salary increases (Kathryn Cannarozzi will be eligible for an increase on 6/1/2019, her one year anniversary hire date).

**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			

**CORRESPONDENCE**

President Ross gave an update to a email she received from a resident in November.

**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.

A motion was offered by President Ross and seconded by Treasurer Abboud to pass resolution:

**No. 2018 - 27** A resolution hiring Library Interiors to design and furnish a library redesign.

**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

Mold  
Part-time staffing  
Remodel progress  
Revised computer and meeting room policies  
Earmarking money for Capital Improvements  
Website  
Midland School visit

### NEW BUSINESS

#### PUBLIC PORTION

No members of the public present.

#### ADJOURNMENT

A motion was offered by Secretary Sheridan and seconded by Trustee Koener to adjourn the meeting at 9:56 pm. Motion carried on a voice vote - all voting "Aye".

Respectfully submitted,  
Christopher Sheridan - Library Board Secretary