

MIDLAND PARK MEMORIAL LIBRARY  
Minutes of Board of Trustees Meeting  
July 21, 2016

**PRESENT-** Annie Campbell, Claudia Considine, Lorraine DeLuca, Cathy Durden, Julie Guciardo, Cathy Ollmann, Lena Padovano (arrived at 8:43 PM), and Phyllis Stepien.

Catherine Dileo, Library Director

**ABSENT-** Robert Biebrich

President Cathy Durden called the meeting to order at 7:31 PM in accordance with the Sunshine Law.

The meeting started with the Pledge of Allegiance.

The motion to approve June Minutes was moved to September meeting because Board members did not receive them due to computer glitch.

**PRESIDENT'S REPORT**

None

**DIRECTOR'S REPORT**

C. Dileo reported that the Audit was completed. The area of fines/fees declined by \$2,000.00 in 2015 as compared to 2014.

C. Dileo reported that she needs more shelving for DVDs and that a citizen painted a mural in the Children's Room.

C. Dileo reported that plumbing services were needed due to a toilet that is constantly overflowing.

C. Dileo reported that there are lots of children participating in the Summer Reading program.

**COMMITTEE REPORTS**

**Finance**

C. Ollmann made a motion to approve the payment of the July bill list in the amount of \$8,952.80 from Borough appropriations, seconded by A. Campbell. The Book Page bill in the amount of \$300.00 will be held off until the Treasurer can get clarification from FOL. A roll call was conducted and everyone present was in favor.

C. Ollmann made a motion to transfer \$13,435.22 from the TD Capital account to the Memorial Operating account to pay for the Children's Room shelving bill, seconded by L. DeLuca. A roll call was conducted and everyone present was in favor.

### **Policy**

A. Campbell reported that the Committee continues to work on revising the policy manual. Also, the By-Laws are going to be circulated to all Board members and revised if necessary.

### **Personnel**

L. Padovano made a motion to approve Sections 1 and 2 of the Personnel manual, seconded by C. Ollmann. A roll call was conducted and everyone present was in favor.

L. Padovano presented three solutions for background checks. The solution that made the most sense is one that involves having the prospective employee fill out an application, which is then sent to the company that checks the National and NJ criminal database as well as the National Sex Offender database. A report is then generated. The Library will pay the cost of \$38.00 to cover the cost of this service.

L. Padovano made a motion to approve this plan for employee background checks, seconded by J. Guciardo. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to approve Section 6 of the Personnel Manual, seconded by A. Campbell. A roll call was conducted and everyone present was in favor.

### **Buildings and Grounds**

No Report

### **Strategic Planning**

No Report

### **Technology**

No Report

### **Friends of the Library**

C. Considine reported that the Friends of the Library (FOL) held a meeting on July 11, 2016. Officers were announced: Jennifer Triolo as President, Patricia Fantulin as Vice-President, and Cynthia Cappell as Treasurer. They also discussed their By-Laws and how to reach out and encourage new membership.

### **Schools**

No Report

### **OLD BUSINESS**

None

**NEW BUSINESS**

None

L. DeLuca made the motion to close the meeting, seconded by C. Considine. The meeting was adjourned at 8:36 PM with all in favor. The next regularly scheduled meeting will be Thursday, September 15, 2016 at 7:30 PM.