

MIDLAND PARK MEMORIAL LIBRARY
Minutes of Board of Trustees Meeting
September 15, 2016

PRESENT- Annie Campbell, Claudia Considine, Lorraine DeLuca, Cathy Durden, Julie Guciardo, Maureen Kelley, Cathy Ollmann, and Lena Padovano.

Catherine Dileo, Library Director

ABSENT- Robert Biebrich

President Cathy Durden called the meeting to order at 7:30 PM in accordance with the Sunshine Law.

The meeting started with the Pledge of Allegiance.

C. Considine made the motion to approve the June 17, 2016 Minutes and the July 21, 2016 Minutes, seconded by A. Campbell. A roll call was conducted and everyone present was in favor, except M. Kelley who abstained.

PRESIDENT'S REPORT

J. Guciardo made a motion to go into Closed Session at 7:37 PM to discuss legal and personnel issues, seconded by L. DeLuca. A roll call was conducted and everyone present was in favor.

M. Kelley made a motion to come back to Open Session at 7:46 PM, seconded by C. Considine. A roll call was conducted and everyone present was in favor.

DIRECTOR'S REPORT

C. Dileo reported that circulation is up and that Tina Fadlalla will not be returning to run book club due to illness.

C. Dileo reported that the library will be sponsoring a family Pumpkin Decorating Contest.

C. Dileo continues to research phone service providers and informed the Board that a hand dryer will be installed in the bathroom.

C. Dileo reported that the Children's Reading Summer program was very successful.

COMMITTEE REPORTS

Finance

C. Ollmann clarified that library statements and cancelled checks are going to Laurie Hanlon (the bookkeeper) as per the audit finding.

C. Ollmann made a motion to approve the payment of the August bill list in the amount of \$4,916.43 from Borough appropriations, seconded by J. Guciardo. A roll call was conducted and everyone present was in favor.

C. Ollmann made a motion to approve the payment of the September bill list in the amount of \$7,841.76 from Borough appropriations, seconded by J. Guciardo. A roll call was conducted and everyone present was in favor.

Policy

A. Campbell reported that she would be sending Board members a Google document with the updated policy manual. She would welcome any feedback from Board members regarding any needed changes. She also reported that she would like the Board to consider adopting an Unattended Children's policy similar to Waldwick's Unattended Children's Policy. Again, she would welcome any feedback.

Personnel

L. Padovano made a motion to amend Section Three, under Paid and Unpaid Time Off Policies to read, "A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday", seconded by A. Campbell. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to amend Section Two, under Early Closing and Delayed Opening Policy to read as follows:

In the event of unsafe conditions, the Library Director, with Board approval, may authorize closing the Library earlier than the normal working hours. In this event, all staff that have reported to work will be compensated for their scheduled hours. If conditions exist prior to scheduled openings, the Library Director shall notify employees of a delayed opening and a new opening time. If the employee chooses not to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If it is decided that the library will be closed prior to employees reporting to work, staff that work a regular schedule of 20 or more hours a week will be compensated. The employee must be scheduled to work on the given day.

This was seconded C. Considine. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to approve the hiring of William Bonnezeze as a shelver with a start date of Wednesday, September 7th, 2016 at a rate of \$8.38/hour, working 7 hours a week, seconded by L. DeLuca. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to approve the 3-month performance evaluation for Library Director, Catherine Dileo, seconded by J. Guciardo. A roll call was conducted and everyone present was in favor.

Buildings and Grounds

C. Dileo made the following recommendations for the Library Capital Budget:

- New Floor (LVP flooring) in the meeting room- \$10,297-\$11,404 for just the meeting room. Extending the flooring into the kitchen \$11,900-\$12,200
- Painting and décor for the meeting room- Painting\$1,098.55 Décor (Paintings, etc.)-\$500
- Total Capital Project without including the kitchen \$11,895.50-\$13,002.55
- Including the kitchen-\$13,412.55-\$13,752.55

Borough Capital Budget:

- \$1,175-Replace back entrance flood light with LED Floodlight. Current light is not functioning and does not light up parking lot near dumpster. This solution will cast light in that area.
- \$665-Remove 2 front floodlights that have not worked in 3 or more years. Convert two existing bulb floodlights above handicap to double LEDS. This will light up sidewalk and handicap ramp.
- Total- \$1,840

Strategic Planning

No Report

Technology

No Report

Friends of the Library

No Report

Schools

No Report

OLD BUSINESS

None

NEW BUSINESS

C. Dileo was approached by the Elementary PTA about the possibility of closing the library at 1:30 PM on Friday, October 14, 2016 to be able to use the library parking

lot for the Harvest Festival. Many questions arose from Board members including the clarification of the use of the parking lot, who would be responsible for cleaning up, and if the school had the appropriate insurance. C. Dileo would clarify all the issues with both the Elementary PTA President and the Committee Chair. It was decided that the building would be closed and no one would be able to use the library restrooms. A. Campbell made a motion to close the library at 1:30 PM as long as the issues raised were clarified to the satisfaction of the Library Director, seconded by L. Padovano. A roll call was conducted and everyone present was in favor, except for J. Guciardo and C. Ollmann who abstained.

J. Guciardo made a motion to approve the 2017 Library Holiday Schedule, seconded by L. Padovano. A roll call was conducted and everyone present was in favor.

L. DeLuca made the motion to close the meeting, seconded by M. Kelley. The meeting was adjourned at 9:05 PM with all in favor. The next regularly scheduled meeting will be Thursday, October 20, 2016 at 7:30 PM.