

MIDLAND PARK MEMORIAL LIBRARY
Minutes of Board of Trustees Meeting
February 18, 2016

PRESENT- Robert Biebrich, Annie Campbell, Claudia Considine, Lorraine DeLuca, Cathy Durden, Julie Guciardo, Cathy Ollmann, Lena Padovano and Phyllis Stepien.

Emily Myhren, Interim Director

President Cathy Durden called the meeting to order at 7:36 PM in accordance with the Sunshine Law.

The meeting started with the Pledge of Allegiance.

R. Biebrich made a motion to approve January 9th minutes as amended, seconded by C. Considine. A roll call was conducted and everyone was in favor except L. DeLuca and P. Stepien who abstained.

A. Campbell made a motion to approve January 21st minutes, seconded by C. Ollmann. A roll call was conducted and everyone present was in favor except L. DeLuca and P. Stepien who abstained.

PRESIDENT'S REPORT

C. Durden had all Library Board members sign their Oath of Office.

C. Durden gave out updated Committee List to all Board members and the Interim Director.

DIRECTOR'S REPORT

E. Myhren spoke to Addy regarding our website and it was decided that the Webmaster will be consulted. E. Myhren will follow up and investigate how the Minutes can be added for public viewing.

E. Myhren reported that DPW finished painting and installing shelves in Children's Room. They will continue with painting, focusing on the story time area.

E. Myhren also reported that a staff meeting was held on Wednesday, January 27th.

COMMITTEE REPORTS

Finance

C. Ollmann made a motion to approve the payment of the February bill list in the amount of \$26,312.07 from Borough appropriations, seconded by P. Stepien. A roll call was conducted and everyone present was in favor.

C. Ollmann made a motion to pay for the first phase of shelving units in the amount of \$16,925.86 from the Capital account, seconded by C. Considine. A roll call was conducted and everyone present was in favor.

C. Ollmann made a motion to move \$13,411,38 from the Memorial Operating account to the Capital account, seconded by L. DeLuca. A roll call was conducted and everyone present was in favor.

C. Ollmann made a motion to move an additional \$3,514.48 from the Capital account to the operating account for a net total of \$16,925.86 to cover the cost of the shelving units, seconded by C. Considine. A roll call was conducted and everyone present was in favor.

C. Ollmann made a motion to approve the movement of \$3,450.00 from the Memorial account to the 2016 budget legal expense line, seconded by J. Guciardo. A roll call was conducted and everyone present was in favor.

C. Ollmann reviewed the revised 2016 budget with the Board members. The following was reported:

- a. L. O'Hanlon sent an e-mail letting the Board know that once all the bills are settled, the amount to be reimbursed will be determined.
- b. The Borough will be holding \$50,000 in reserve to cover any legal fees incurred during this year.
- c. E. Myhren and C. Ollmann revised the budget to reflect the new numbers with the exclusion of the \$50,000.00 being held in reserve.
- d. Bank signature cards need to be updated.

Policy

A. Campbell will set up a committee meeting which will start to work on updating the manual. They will present appropriate recommendations to the Board.

Personnel

L. Padovano made a motion to accept the resignation of Erin Douglass, effective 2/12/16 and Debbie Fagnan effective 2/2/16, seconded by J. Guciardo. Both will remain on call as per diem substitutes as needed. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to hire Elizabeth McSorley as a library assistant at \$11.00/hour, for four hours a week and every other Saturday, starting 2/2/16,

seconded by L. DeLuca. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to hire Laura McGivern as a library assistant at \$11.00/hour, for 18 hours a week and one Saturday a month, starting on 2/16/16, seconded by A. Campbell. A roll call was conducted and everyone present was in favor.

L. Padovano made a motion to approve the updated job descriptions as amended, seconded by L. DeLuca. A roll call was conducted and everyone present was in favor.

Buildings and Grounds

R. Biebrich made a motion to spend up to \$14,500.00 on additional shelving, furniture, and decorations for the Children's Room from the capital account, seconded by C. Ollmann. A roll call was conducted and everyone present was in favor.

R. Biebrich made a motion to accept the offer of a Midland Park resident to work on the preservation of historical documents in storage at the Library, seconded by J. Guciardo. A roll call was conducted and everyone present was in favor.

Strategic Planning

No Report

Technology

No Report

Friends of the Library

C. Considine reported that Michele Rudolph would be asked to meet with her to talk about the reactivation of the library's 501C3 status.

Schools

No Report

OLD BUSINESS

None

NEW BUSINESS

L. DeLuca reported that the borough is looking to upgrade the HVAC system in early spring, 2016. They are also looking at a placement of a guard around the vent on the roof.

P. Stepien made a motion to move our next meeting to Tuesday, March 15th at 7:30 PM due to St. Patrick's Day, seconded by R. Biebrich. A roll call was conducted and everyone present was in favor.

J. Guciardo made a motion to go into closed meeting at 8:45 PM, seconded by A. Campbell to discuss personnel issues relating to salary increases and the hiring of the new Director. A roll call was conducted and everyone present was in favor.

R. Biebrich made a motion to close the meeting, seconded by A. Campbell. The meeting was adjourned at 9:12 PM with all in favor. The next regularly scheduled meeting will be Thursday, April 21, 2016 at 7:30 PM.