

April 20, 2017

The Regular meeting of the Board of Trustees of the John F. Kennedy Memorial Library was called to order at 5:00pm.

Ms. Willms informed the Board that adequate notice of this meeting was forwarded to the newspapers and the Borough Clerk's office in compliance with the Open Meetings Law.

Attendance Roll Call

Present – Albro, Bobal, Centanni, Dabal, DiBernardo, Mizdol.

Absent – Slomienksi.

Minutes

On a motion by Mrs. Bobal, seconded by Mrs. Centanni, the minutes of the March 16, 2017 meeting were accepted as written.

Roll Call: All in favor—so ordered.

Public Portion

Mrs. Susan Kowalski was present at the meeting. When asked if she had anything to discuss, she informed the Board she is attending to listen and observe.

Budget Report

Ms. Willms spoke of the elevator bill, and informed the Board next month's would be high as well due to several parts being replaced and the number of hours it took to finish the installation.

Mrs. Mizdol questioned why the medical benefits line seemed so high. Ms. Willms explained she and the bookkeeper took the amount from last year and added 20% hoping to cover the increase for 2017.

On a motion by Mrs. DiBernardo, seconded by Mrs. Bobal, the budget report was accepted.

Roll Call: Aye – Albro, Bobal, Centanni, Dabal, DiBernardo, Mizdol.

New Business

Director's Report

Ms. Willms spoke of the success of both the Elder Law program and the larger number of children that have been attending the various programs the library offers. We certainly hope the trend continues.

Ms. Willms had attended several BCCLS meetings during the month, and she gave a brief explanation of each. The termination of Rochelle Park Public Library's membership in BCCLS continues to be a hot topic, especially since the town of Rochelle Park was able to stop any action on the part of BCCLS due to a restraining order issued by the court.

The formula for how BCCLS charges its members for the services it provides has been worked on in committee for almost 2 years. Small group meetings are being held throughout the month of April to explain how the new formula came about.

Ms. Willms showed the Board a new flyer created by Mrs. Kowalski. There was some concern that many of our patrons were unaware of certain services the library provides, and the control a patron has over their own record once he or she has been issued a pin number.

Mr. Albro asked if the new camera that had been installed has made a difference. Ms. Willms stated that it has. So far no other instances of the kids lying down on the table, or sitting on each other's lap has been noted by staff.

On a motion by Mrs. Bobal, seconded by Mrs. DiBernardo, the Director's Report was accepted as written.

Roll Call: All in favor—so ordered.

Bills

On a motion by Mrs. Mizdol, seconded by Mrs. DiBernardo, all bills presented will be paid.

Roll Call: Aye – Albro, Bobal, Centanni, Dabal, DiBernardo, Mizdol.

Old Business

Mrs. Mizdol had questions regarding items that had been discussed at previous meetings including: 1) Staff member taking minutes. It was determined that once the Board has been increased to 9 members the office

of Secretary/Treasurer will be broken out which will bring about a solution to minute-taking. 2) Museum Passes. Ms. Willms is still working on filling out all the paperwork involved in the library becoming a member of each institutions library membership program. It was suggested that perhaps a volunteer could help Ms. Willms with this task. Ms. Willms will follow up on that suggestion. 3) Blind emails/newsletter. A BCCLS staff member had been to library to the show staff how to use Constant Contact for creating a newsletter. This was more than a year ago, and Ms. Willms believes another visit from the BCCLS staff member will be useful for staff members as a brush-up. 4) Trustee CEU's – Since Mrs. Shaw was retired she had been available during the day for Trustee Education workshops and seminars. There is some concern the Library Board will be unable to meet the required number of hours since the remaining Board members all work. Again, once the Board is at 9 members this particular concern will be addressed and hopefully a solution found. Board members also feel the next item brought up; 5) Survey Monkey – the use of this software will be addressed once committees have been formed from the 9-member Board. Finally, 6) Outreach Services to residents who may be temporarily or permanently homebound. The library staff has been providing this service for quite a while. The Trustees would like to see this advertised more, especially through the use of Facebook, newsletters, and any flyers or pamphlets listing the services the library provides.

Mrs. Mizdol also requested that Facebook posts be shorter whereby the reader does not have to click on “read more.” She stated how she copies and pastes these posts onto the “Wallington Area News and Events” website. Ms. Willms was unaware of this website and in the future will make sure any posts are shorter.

2017 Salary

Discussion of the negotiations will be held till the end of all other business.

Other Business

Mr. Albro asked Mrs. Dabal if there was an update on the feasibility study. There was none at this time, but the Town Council is meeting later this evening, and the topic will be discussed with Council members. However, the expansion of the Library Board to 9 members had been approved and the 2 new appointees will be in attendance for the May meeting.

Mrs. Dabal spoke of her discussion with Mr. Walter Slomieski regarding a new library facility. He is completely supportive of the project and offered his assistance in whatever might be needed as the project moves forward. It is possible he will be attending the May Board meeting.

Mrs. Dabal mentioned that she will also invite a representative from the Neglia Engineering firm to attend the May meeting.

Ms. Willms was asked about the sample bylaws. She apologized for not having a couple of different sample bylaws available, and she will make this a priority for next month's meeting.

Salary 2017

It was at this point in the meeting Mr. Albro called for closed session. Mrs. Mizdol made the motion to go into closed session at 5:50pm, seconded by Mrs. Centanni. Ms. Willms was excused.

Ms. Willms was called back to the meeting at 5:57pm and was told that Mrs. DiBernardo made the motion to return to open session, which was seconded by Mrs. Mizdol.

Mr. Albro told Ms. Willms the Board is offering staff a 2% increase from January to June with an additional 2% from July to August. She is to bring this to staff and let the Board know at the May meeting if it was approved by Library staff. The Director's salary will be negotiated at the next meeting.

Due to the unique circumstances surrounding the increase for Ms. Natalie Sorotowicz, the Board approved Ms. Willms recommendation that Ms. Sorotowicz be moved to Step 3 of the Library Assistant category, and be given the corresponding salary for that Step retroactive to January 1st of 2017. The motion was made by Mrs. Bobal, seconded by Mrs. DiBernardo.

Roll Call – Aye: Albro, Bobal, Centanni, Dabal, DiBernardo, Mizdol.

There being no other business to be brought before the Board, the meeting moved to the Adjournment.

Adjournment

The next meeting will be held on **Thursday May 18, 2017 at 5:00pm.**

On a motion by Mrs. Mizdol, seconded by Mrs. Centanni the meeting was adjourned at 6:05pm.

Roll call: All in favor—so ordered..

