

November 17, 2016

The Regular meeting of the Board of Trustees of the John F. Kennedy Memorial Library was called to order at 4:31pm.

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 – Bobal, DiBernardo, Mizdol, Shaw, Slomienksi.

Absent – Albrow, Tomko.

**Minutes**

On a motion by Mrs. Mizdol, seconded by Mrs. Slomienksi the minutes of the October 20, 2016 meeting were accepted as written.

Roll Call: All in Favor – So Ordered.

**Public Portion**

There being no one from the public present, this portion of the meeting was open and closed.

**Budget Report**

Being as there was no financial statements available for this meeting, no motion was set forth by a Board member to accept such statements. The bookkeeper will be coming to the library the day after this meeting, so a current budget report will be available at that time. Ms. Willms will send the report through email as soon as they are prepared, and then send a paper copy to all Trustees also.

**New Business**

***Director's Report***

There was some discussion about the website. It seems there may still be an issue seeing the calendar of events remotely. Ms. Willms will check into this and see if there is an ongoing issue with the website.

Museum passes were discussed, and Ms. Willms was instructed to fill out all applications and return them to their respective museum so we can have the new museum passes program in place for the beginning of the new year. All information regarding the museum pass program will be promoted on the website, facebook, etc.

There being no further discussion under Director's Report, a motion was made by Mrs. Bobal, seconded by Mrs. DiBernardo to accept the Director's Report as written.

Roll Call: All in Favor – So Ordered.

### ***Bills***

There being no discussion regarding this month's bills, a motion was made by Mrs. Slomienski, seconded by Mrs. Bobal, all bills presented will be paid.

Roll Call: Aye – Bobal, DiBernardo, Mizdol, Shaw, Slomienski.

### **Old Business**

#### ***2016 Salaries***

Before going to closed session Board members wished to hear from staff regarding raises for this year. Staff asked why it was different this year, what changed, and why Board members think the library staff is not as valuable as the other town employees who will be receiving a better increase than what was offered to library staff. Ms. Willms spoke for staff reminding Board members how they have spoken highly in the past about library staff, and the good job they do in spite of a sometimes difficult work environment.

After listening to staff, Mrs. Shaw called for closed session. So a motion was made by Mrs. Mizdol seconded by Mrs. Slomienski to go into closed session at 5:05pm.

All in Favor – So Ordered.

At 5:30pm Ms. Willms and Mrs. Kowalski were asked back to the meeting. A motion was made by Mrs. DiBernardo seconded by Mrs. Bobal to return to open session.

All in Favor – So Ordered.

Board members made the decision to give library staff a 4% increase for the year 2016.

However, Board members spoke of revamping the system of how raises are to be given in the library for the year 2017. Items to be modified/changed included: the salary schedule and the levels, and what are the criteria for moving up a level other than years worked at the library--a merit raise may be attached to a level a staff member is on; job descriptions and self-evaluation by staff, including goals, and whether or not staff has reached a particular goal. The Trustees would like to see all of this complete by the end of the first quarter of 2017, so the decision regarding salary increases does not drag out through the whole year.

### **Other Business**

Mrs. Shaw inquired of Ms. Willms if she had been in contact with the State Library regarding reimbursement for library workshops and/or seminars staff and Trustees must attend in order for the library to share in the State Aid Library Grant. The Library is permitted to reimburse staff/Trustees attending meetings. Some type of form will be created for future reimbursements of attendance at seminars for Library staff and Trustees.

### **Adjournment**

The meeting date for December will be **Tuesday** December 6, 2016 to be held in the Library at 4:30pm.

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

Roll call: All In Favor—So Ordered.