

October 15, 2015

The Regular meeting of the Board of Trustees of the John F. Kennedy Memorial Library was called to order at 4:30pm.

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, DiBernardo, Mizdol, Shaw, Slomieski, Tomko.

Minutes

On a motion by Mrs. Bobal, seconded by Mrs. Slomieski the minutes of the September 17, 2015 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

Ms. Willms clarified where monies that were expended showed up in the monthly financial statements. There being no other discussion regarding the budget report a motion was made by Mr. Albro, seconded by Mr. Tomko to accept the budget.

Roll Call: Aye – Albro, Bobal, DiBernardo, Mizdol, Shaw, Slomieski, Tomko.

At this point in the meeting Mrs. Shaw called for closed session, so a motion was made by Mr. Albro, seconded by Mrs. Bobal to go into closed session at 4:35pm. Ms. Smith and Ms. Willms were excused.

Ms. Willms and Ms. Smith were called back to the meeting at 5pm after a motion was made by Mr. Tomko, seconded by Mrs. Slomieski to return to open session.

New Business

Director's Report

There was a question regarding the scheduling software for the public computers and Ms. Willms informed the Board the purchase of Envisionware was in process. Ms. Willms also provided an update on the heating and cooling system, which was working irregularly

There being no further discussion regarding the Director's Report a motion was made by Mrs. Mizdol, seconded by Mrs. Bobal to accept the Director's report.

All in Favor – So Ordered.

Bills

On a motion by Mr. Tomko, seconded by Mrs. Slomieski, all bills presented will be paid.

Roll Call: Aye – Albro, Bobal, DiBernardo, Mizdol, Shaw, Slomieski, Tomko.

Old Business

Painters

The discussion regarding painting the interior of the building was tabled for this meeting.

2015 Salaries

2015 salaries were discussed during closed session and Mrs. Shaw and the Board decided to give library staff a 2.5% raise for the year 2015.

Evaluation Forms

The Board approved the evaluation forms Ms. Willms submitted to them. Evaluations were discussed during closed session also and Ms. Willms was informed that evaluations are to be performed and done by December 15, 2015. All staff are to do self-evaluations and then Ms. Willms will evaluate staff using the self-evaluations as a tool towards the complete evaluation of that staff member. Mrs. Shaw will reach out to other library Trustees to find a Director's evaluation form.

Another item discussed here was fire drills and emergency preparedness. Since Ms. Willms had been unable to speak with Chief Imbruglia by the date of this meeting, Mr. Tomko said he will reach out to the Chief who can assist us with Code Grey drills.

The map for emergency exiting was discussed and Mrs. Mizdol suggested it can be done on Excel. She asked if Ms. Sorotowicz was familiar with the program. Ms. Willms said she will check into this.

Other Business

Website

Ms. Willms discussed one of the alternatives for keeping the website fluid and updated, but Mr. Tomko said if the Board can wait for two months, one of the first items he will address as Mayor is an updating of the town's website. The hope is that the Library can join in whatever process the Borough will be undertaking for this activity.

Mrs. Bobal presented to the Board a packet of information Mr. David Kriso had requested she present to the Trustees as a future program that could be held in the Library. It appears it would be a PowerPoint presentation of his travels. The decision was made that Ms. Willms will speak with Mr. Kriso and suggest that it could be a program for the spring or summer of next year.

Adjournment

The next meeting will be held on **Thursday November 19, 2015 at 4:30pm.**

On a motion by Mrs. Mizdol, seconded by Mrs. Slominski, the meeting was adjourned at 5:33pm.

Roll call: All in Favor – So Ordered.