

September 17, 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 – Bobal, Mizdol, Shaw, Slomieski.

Absent – Albrow, DiBernardo, Tomko.

**Minutes**

On a motion by Mrs. Mizdol, seconded by Mrs. Bobal the minutes of the June 18, 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**

A suggestion was made to investigate putting a library ad into a football bulletin that is put out by the high school. Ms. Willms will speak with Mr. Albrow about this. There was a question as to which line items the ads appear in the financial reports, as well as payments made to the cleaning service. It also appears there is a large discrepancy in the line item for building maintenance. Ms. Willms will clarify all these questions regarding the monthly financial statements with the bookkeeper. A motion was made by Mr. Bobal, seconded by Mrs. Shaw to accept the budget report.

Roll Call: Aye – Bobal, Mizdol, Shaw, Slomieski.

## **New Business**

### ***Director's Report***

There was a lengthy discussion regarding how we can entice more Wallington citizens to use the library. Getting the word out about the Polish language material, a brochure/flyer geared towards our younger patrons that could be handed out the beginning of the school year, and class visits were among some of the activities discussed.

There was a discussion about usage of the public computers by library patrons. Some have been using the computers for a long period of time, and when asked to finish up so someone who is waiting can use the computer; may refuse to give up his/her seat at the computer. Ms. Willms informed the Board of the Envisionware software that is a scheduling program used by many libraries for their public access computers. Ms. Willms was told to get this software as soon as possible for the library to help alleviate the situation.

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

All in Favor – So Ordered.

### ***Bills***

On a motion by Mrs. Bobal, seconded by Mrs. Shaw, all bills for July and August will be paid.

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

## **Old Business**

### ***Painters***

Ms. Willms will re-send the quotes from the painters for the October meeting.

At this point in the meeting Mrs. Shaw called for closed session at 5:30pm.

The Board meeting returned to open session at 6:45pm.

### ***2015 Salaries***

Mrs. Shaw tabled the discussion regarding 2015 salaries because she would like to see more Trustees involved in the decision.

During closed session items discussed included the monthly schedule getting to Board members before the month begins, dates when fire drills were held, and meeting with town officials regarding same.

### **Other Business**

#### ***Website***

The website was discussed during closed session, and several updates are needed regarding staff and opening/closings.

Also discussed during closed session concerned staff evaluations and self-appraisal forms. Ms. Willms was asked to collate questions from samples supplied to her, and submit to the Board for discussion at October's meeting. The suggested timeline for implementation is approval of form(s) at the November meeting, and to start annual evaluations in 2016.

The Board is requiring staff members to attend whatever workshops become available through BCCLS, Library Link, and NJLA. The desire is that staff will return with ideas that can be customized for use in our library.

Ms. Willms was also asked to submit information about companies that do web design including updating and maintenance for the October Board meeting.

The Board wants to see a different individual taking minutes other than the Director. Ms. Willms is to speak with staff and choose someone to do this at the monthly meetings.

### **Adjournment**

The next meeting will be held on **Thursday October 15, 2015 at 4:30pm.**

On a motion by Mr. Mizdol, seconded by Mrs. Slomienski, the meeting was adjourned at 6:45pm.

Roll call: Aye –Bobal, Mizdol, Shaw, Slomienski.