

February 16, 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, Centanni, Dabal, Mizdol, Slomieski.

Absent – Bobal, DiBernardo.

At this point in the meeting Mrs. Dabal issued the Oath of Office to Mrs. Centanni.

**Minutes**

On a motion by Mrs. Dabal, seconded by Mrs. Centanni, the minutes of the corrected December minutes were accepted and the January minutes were accepted with the exception of Mrs. Mizdol, who abstained.

Roll Call: Aye – Albro, Centanni, Dabal, Slomieski.

Abstain – Mrs. Mizdol (for January meeting only)

**Public Portion**

There being no one present from the public, the Public Portion was open and closed.

**Budget Report**

Ms. Willms had no budget report prepared for the Board since she was unable to contact the bookkeeper. She asked the Board for permission to look for a new bookkeeper, and after some discussion was told to seek Mr. Baginski's input regarding the process to hire a new bookkeeper, i.e. is an RFQ necessary? Ms. Willms will contact Mr. Baginski as soon as possible.

## **New Business**

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

Ms. Willms spoke of the building issues—mostly the need to replace the ceiling tiles that have been down for over a year. She was told to send a memo or email, on behalf of the Trustees, to Mr. Baginski with this request.

There was discussion regarding programming and the best way to get more children to the library. Mr. Albro suggested the library schedule programs for the week of April 10–15 since the schools are closed that week. A flyer will be prepared listing the programs and sent to the schools.

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

Roll Call: All in favor—so ordered.

### ***Bills***

On a motion by Mrs. Slomienski, seconded by Mrs. Dabal, all bills presented will be paid.

Roll Call: Aye – Albro, Centanni, Dabal, Mizdol, Slomienski.

### ***2017 Salaries***

There was discussion regarding the necessity for revamping of the salary guide. Ms. Willms was asked to provide the Board with the categories she feels are necessary for the library, and are in line with civil service.

### ***Resolutions***

Ms. Willms informed the Board she included these in the Board packet just as an FYI for Trustees. After discussion, she was told to include the resolutions on the Agenda for March, and action will be taken after Board members have had time to read through them.

## **Correspondence**

### ***2017 Scholarship***

Ms. Willms was told to move forward with the scholarship, and to reinforce the name of the scholarship, which is the **JOHN F. KENNEDY MEMORIAL LIBRARY SCHOLARSHIP**.

## **Old Business**

Mrs. Slomienski presented the letter from the State Library regarding JerseyConnect and whether the library avails itself of the services it provides. Ms. Willms informed the Board that as a member of BCCLS almost all of the listed items are handled by BCCLS and its staff. Ms.

Willms is aware of JerseyConnect and will use their services if that particular service is not taken care of by BCCLS.

The topic of a letter to Walter Slomieski regarding the VFW was again discussed. Ms. Willms was asked to include Mr. Chuck O'Connell in any correspondence to Mr. Slomieski.

### **Other Business**

Mrs. Dabal spoke of expanding the Board to 9 members and asked for Trustees input. There was also discussion whether or not Board members have done any kind of fundraising, which gave rise to the discussion of a Library Friends' Group.

Discussion also ensued about creating a JFK Library Trustees bylaws and/or handbook as well as a strategic plan for the library. Ms. Willms stated how important it was to have a strategic plan in place, especially when capital improvements for the library are in its future.

Because of the importance of all of these issues, Mrs. Dabal's suggestion of increasing the number of Trustees to 9 will enable the Board members to create committees that will have a specific focus. Suggestions for committees included: Membership, Fundraising, Strategic Planning, and Marketing and Public Relations. Mr. Albro then asked Mrs. Dabal if she would bring the issue of expansion to the Mayor and Council. Mrs. Dabal agreed.

Mr. Albro called for closed session at 6:30pm and Ms. Willms left the meeting. She was invited back to the meeting at 6:42pm.

There being no further discussion the Board moved to adjournment.

### **Adjournment**

The next meeting will be held on **Thursday March 16, 2017 at 5:00pm.**

On a motion by Mrs. Mizdol, seconded by Mrs. Slomieski the meeting was adjourned at 6:44pm.

Roll call: All in favor—so ordered..

