

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

**MINUTES OF MEETING
April 20, 2009**

OPEN

Jamie Silverman opened the public meeting at 7:12 P.M. in accordance with New Jersey Open Public Meeting Act.

ROLL CALL

Present: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

Absent: Joseph Casapulla, Lori Sproviero, and Timothy Mooney

MINUTES

Jamie Silverman made a motion to accept the minutes of the meeting of March 16, 2009

First: Doris Wechtler

Second: Suzanne Roberson

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

Jamie Silverman made a motion to accept the minutes of the meeting of April 6, 2009

First: Doris Wechtler

Second: Suzanne Roberson

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

FINANCIAL REPORTS

A. BILL'S LIST

Joe Kipilla questioned the Mardel Electric expenses (8551). Bobbie Protono explained that Mardel was not paid in 2008. Bookkeeper Norma Shalhoab checked for back invoices/payments before issuing a check for 2008 invoices. Mardel's payment requested for a 2007 invoice could not be verified. Mardel was notified that no check would be issued.

Jamie Silverman questioned the N.A.D.A. used car guide subscription since it is available on line. Suzanne Roberson said that there are many people who prefer the book rather than the computer. The subscription will continue since the cost is minimal and there are patrons who request and use the guide.

B. BUDGET COMPARISON

No Budget Comparison was submitted because it is still being updated.

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C. TRIAL BALANCE

Suzanne Roberson and Joe Kipilla questioned line 050 – Interchange 107 gift account balance of \$980.84. The gift account is money given to the library that is not earmarked for anything particular. We can use the money as needed for the library.

Suzanne Roberson explained that any money that comes in is earmarked towards a certain part of the library or account.

Jamie Silverman said that the CDs (141, 142, & 143) will mature in May. We have \$6,900 in interest for children. This amount does not include any interest that will be applied when the CDs mature in May.

The accounts (108) for \$54,008.51, \$45,147.40, and \$11,531.26 will be rolled over to account #142 Library Building Fund. These accounts will be discussed at the May 4 Work Session.

Jamie Silverman said that she talked to the accountants. They will send a QuickBooks auditor when they do this year's audit.

Jamie Silverman made a motion to accept the Bill's List and Trial Balance.

First: Doris Wechtler

Second: Louise Gerardi

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

DIRECTOR'S REPORT

Doris Wechtler asked if we heard from the employee who received a certified letter notification of her suspension from work. Bobbie Protono said that we received the signed receipt from the post office but have heard nothing else.

Mayor Mola asked about the employees who received reprimands. Bobbie Protono explained that the reprimands were issued because the employees were overheard by a patron criticizing library personnel and library procedures while they were supposed to be working at the Circulation Desk. This is not the first time a patron commented on this behavior. However, it is the first time a patron was willing to put the complaint in writing and to sign it.

The reprimands are in employee files. One employee has not yet seen the reprimand since she is suspended from work. A copy will be placed in the employee file with a note indicating that the reprimand will be discussed and signed if she returns to work.

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Jamie Silverman questioned the use of the Community Room by Frank Albunia. After a review of the paperwork he submitted, it was determined that he is a private investigator. Since his business is not non-profit, Bobbie will notify him that that he will be required to pay the room use fee if he wishes to use the room in the future.

Jamie Silverman mentioned that we have to abide by the fire code in the Community Room. We have to limit the number of people in the room to 70 - the maximum capacity allowed by the ELPK Fire Department. Additional attendees at programs will sit outside the Community Room and will be counted separately.

Jamie Silverman asked for an update on the employee tardiness situation. Bobbie reported that there is improvement. The employee who was docked accepted the penalty.

REFERENCE LIBRARIAN REPORT

There was no discussion of this report.

CIRCULATION REPORT

There was no discussion of this report.

Jamie Silverman made a motion to accept the Director report, Reference Librarian report, and the Circulation report.

First: Doris Wechtler

Second: Joe Kipilla

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

ITEMS FOR DISCUSSION

Library Page New Hire: Bobbie Protono and Andrew Marrone interviewed Joseph Sproviero. Joe presented himself as responsible, capable, and personable young man. They recommended that he be hired as a part-time Library Page. Since Joe is part of the Elmwood Park Memorial High School Work Study Program, his schedule fits the library need for a Page in the early afternoon.

Mayor Mola requested that the resolution to hire Joseph Sproviero and his appointment letter specify that he is part of the Elmwood Park Memorial High School Work Program.

Jamie Silverman made a motion to hire Joseph Sproviero for a minimum 10 hours per week - no more than 19 hours - as a Library Page at a salary of \$7.15 per hour. The start date is to be determined. Joseph Sproviero is being hired as member of the Elmwood Park Memorial High School Work Program.

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First: Joe Kipilla

Second: Suzanne Roberson

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

Jamie Silverman made a motion to hire Greg Witkowski as a Library Page for no more than 19 hours a week at a salary of \$7.15 an hour. His start date is to be determined.

First: Louise Gerardi

Second: Joe Kipilla

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Mayor Mola, Suzanne Roberson, and Joseph Kipilla

OTHER ISSUES

Mayor Mola asked that Bill Reardon check the outside library grounds for debris. Mayor Mola said that a councilman complained about the condition of the grounds.

Bobbie Protono explained that Bill inspects the library grounds and cleans the outside as part of his routine responsibilities. However, she will discuss the Mayor's comments with Bill.

Bobbie Protono will contact DPW and put in a work order for the repair of the cobblestones around the parking lot.

MEETING ADJOURNED

Jamie Silverman adjourned the public meeting at 8:02 P.M.