

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

**MINUTES OF WORK SESSION MEETING  
June 1, 2009**

**OPEN**

Jamie Silverman opened the public meeting at 7:10 P.M. in accordance with New Jersey Open Public Meeting Act.

**ROLL CALL**

**Present:** Jamie Silverman, Doris Wechtler, Louise Gerardi, Joseph Kipilla, and Suzanne Roberson, Lori Sproviero (Mr. Cassapulla's alternate), Timothy Mooney (Mayor Mola's alternate)

**DISCUSSION ITEMS**

**PERSONNEL UPDATE**

An employee has filed for unemployment. The Board of Trustees is disputing the unemployment claim. Frank Santora sent a letter and a packet of documents to support our request to deny unemployment and to request a hearing. We were notified by the NJ Department of Labor that there will be a phone conference regarding this issue on June 9, 2009 at 11:20 A.M. Bobbie Protono, Andrew Marrone, and Frank Santora will be present for the phone conference. If we are required to appear for a full hearing, Roy Riggitano will represent the library.

Jamie Silverman mentioned that Mayor Mola said that the board should vote on a resolution to terminate the employee at the June 15 meeting. At this point the resolution is not necessary since the employee has already filed for unemployment. The employee received a letter from the boro attorney stating that she had 10 days to comply with the board's directive or her employment would be terminated. The employee chose not to comply.

**EMPLOYEE MANUAL**

Lori Sproviero questioned whether or not part-time employees should receive sick and vacation days. Jamie Silverman explained that she had confirmed that part-time employees are entitled to sick and vacation time per state law.

The board reviewed Frank Santora's recommendations for calculating sick and vacation days for part-time employees. The board agreed that the formulas as currently stated are correct. There is no need to change the wording or formulas in the Employee Manual.

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The following additional changes will be made to the Employee Manual:

- Under the Circulation Department, the Supervising Library Assistant is the “Head of Circulation and Technical Services”
- Omit the title “Youth Services” since this title is not recognized by Civil Service.
- Omit “Assistant Director”
- Include the time-punch policy. Employees who do not punch in and out on time will be docked. Exceptions for extenuating circumstances will be at the discretion of the Director.
- Base all vacation and sick time formulas on hours rather than days

### **JOB APPLICATION FORM**

The job application form will be discussed at the next meeting.

### **MATERNITY REPLACEMENT**

As of now, Jennifer Lazidis plans to be on maternity leave from November 1, 2009 through January 31, 2010. Silvestra Praino will cover Jennifer’s Wednesday evening schedule. Bobbie Protono asked the board to set a salary for another librarian who will be hired to cover Jennifer’s daytime schedule. Bobbie already knows several bccls librarians who are interested in the position. She will report back to the board at the June 15 meeting with a recommended replacement.

The board agreed that the substitute librarian can be offered the same hourly rate of pay that Jennifer receives. The position will be a temporary contract position. There will be no benefits.

Frank Santora is confirming the details of Jennifer’s leave.

### **LIBRARY PAGES**

Bobbie Protono recommended that Nicole Giammanco, Christopher Raghoobar, and Mala Shah be promoted to Library Assistants. This will be a lateral move. They will not receive a raise. However, they will be eligible for the Sunday pay rate. They will become part of a Sunday rotation beginning in September.

The board will vote on the promotions at the June 15 meeting.

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**OTHER ITEMS**

Operating Account: Jamie Silverman reported that she took money out of the operating account to put in the building fund. The money will go into a CD that will mature at the same time the next CD matures.

Resignation: The board accepted with regret the resignation of Joseph Kipilla

**MEETING ADJOURNED**

Jamie Silverman adjourned the public meeting at 8:28 P.M.