

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

**MINUTES OF MEETING
March 16, 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, Lori Spoviero, Timothy Mooney, and Joseph Kipilla

Absent: Joseph Casapulla

MINUTES

Jamie Silverman made a motion to accept the minutes of the meeting of February 9, 2009

First: Mayor Mola

Second: Doris Wechtler

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

Abstain: Timothy Mooney, Lori Spoviero

Jamie Silverman made a motion to accept the minutes of the meeting of March 9, 2009

First: Doris Wechtler

Second: Louise Gerardi

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

Abstain: Mayor Mola, Timothy Mooney, Lori Spoviero

FINANCIAL REPORTS

A. BILL'S LIST

There were no questions regarding the Bill's List.

B. BUDGET COMPARISON

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

C. TRIAL BALANCE

Jamie Silverman made a motion to accept the Trial Balance in the amount of \$7965.17

First: Doris Wechtler

Second: Suzanne Roberson

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

Abstain: Timothy Mooney

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DIRECTOR'S REPORT

Mayor Mola asked how much the library spends on postage stamps and whether or not we buy "forever" stamps. Jamie Silverman estimated that the library spends about \$1000.00 a year on stamps. Bobbie Protono said that "forever" stamps were not available at the post office.

Jamie Silverman asked about the "Open Borrowing" check we received from bccls. This is a reimbursement check for use of our library by patrons outside of the bccls system.

Jamie Silverman mentioned that we are doing well on copy machine revenue.

Jamie Silverman asked about this year's "Summer Concert Series." Bobbie Protono reported that there are three concerts scheduled – 2 in July and 1 in August. A fourth concert will be scheduled for August. Letters requesting donations for the concert series will go out before the end of the month. Use of the field for the scheduled concerts was approved by the Recreation Department. The four concerts will be sponsored and paid for by the library and any businesses that donate.

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, Reference Librarian, and Circulation reports.

First: Doris Wechtler

Second: Louise Gerardi

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

Abstain: Timothy Mooney

ITEMS FOR DISCUSSION

Eleanor Kava: Eleanor Kava asked a neighbor to come to the meeting to pick up the plaque that she was to be presented for her service on the Board of Trustees. Eleanor had emergency surgery and was unable to attend the meeting.

Library Pages: The discussion to promote Library Pages was tabled until the April 6 Work Session.

Employee Manual: Discussion of revisions to the Employee Manual was tabled until the April 6 Work Session.

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There was a discussion of employees punching in on time for work. Previously many employees who came to work late would “make up time” at the end of the work day. That procedure was done away with. Recently however, there has been a problem with employees forgetting to punch in creating a problem with time sheet records and payroll. Employees have been advised through numerous memos and discussions that they are required to punch in and out on time. Their time punches should match their scheduled hours.

Mayor Mola suggested that the Employee Manual be amended to state that employees will be docked if they are not punched in at their scheduled time. Exceptions for extenuating circumstances will always be considered.

The board agreed to change the policy effective immediately. Employees will be docked if they do not punch in on time. Employees will also receive written reprimands for tardiness. Suspension will occur after 3 occurrences. Bobbie will put out a memo to all employees advising them of the new policy. Employees will have to sign to acknowledge receipt of the memo.

Bobbie Protono will check with Frank Santora to see how the time clock can be adjusted to dock employees for tardiness preferably at 15 minute and half hour intervals.

Jamie Silverman made a motion to change policy to allow that employees be docked for tardiness effective immediately.

First: Suzanne Roberson

Second: Doris Wechtler

Approved: Jamie Silverman, Joseph Kipilla, Louise Gerardi, Suzanne Roberson, Doris Wechtler, Mayor Mola, Lori Spoviero, Timothy Mooney

MEETING ADJOURNED

Jamie Silverman adjourned the public meeting at 7:50 P.M.