

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

**MINUTES OF WORK SESSION MEETING
March 9, 2009**

OPEN

Jamie Silverman opened the public meeting at 7:14 P.M. on March 9 rescheduled from March 2 in accordance with New Jersey Open Public Meeting Act.

ROLL CALL

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

Absent: Lori Spoviero, Timothy Mooney, Joseph Casapulla, and Mayor Mola

DISCUSSION ITEMS

LIBRARY PAGES

To cover staffing needs at the Circ desk, Bobbie Protono recommended that the Library Pages, Nicole Giammanco, Christopher Raghoobar, and Mala Shah be promoted to Library Assistants. We also have a need for Library Assistants who will help provide coverage in emergency situations.

Jamie Silverman said that we need to get time commitments from the Pages regarding their availability for additional hours. Their hours will need to be defined specifically.

The board agreed that Andrew Marrone can begin training the Pages for Circ desk duties.

It was agreed that the Library Pages will work increased hours if promoted to Library Assistants, but they will not receive a salary increase. The board will discuss the specifics of the promotion at the March 16 meeting.

EMPLOYEE MANUAL

Board members will review the Employee Manual. Suggested changes and additions will be discussed at the March 16, 2009 meeting.

COMMITTEES

The board agreed that Joe Kipilla and Suzanne Roberson will serve on the Personnel Committee. Doris Wechtler and Louise Gerardi will serve on the Finance Committee.

March 9, 2009

OTHER ITEMS

There was a discussion of time punch issues. Bobbie Protono stated that there is an ongoing problem with some employees who do not punch in and out at scheduled times. This creates a problem for Frank Santora when he is preparing payroll and calculating employee work time.

Since employees have been made aware of this situation on numerous occasions during the past year, the board agreed to immediately implement a policy of docking employees for missed time punches. Bobbie Protono will distribute a memo to all employees advising them that they will be docked if they are not properly punched in. Each employee will sign the memo to verify receipt.

Currently, there is an option on the "Absence Sheet" that allows employees to make time punch corrections when they forget to punch in or out. Frank Santora will remove that option.

The board also agreed that part-time employees who do not punch in on time will receive a disciplinary write-up in addition to being docked. They are required to be on the job at their schedule time.

Jamie Silverman mentioned the need to "tighten up" with employees. Employees who violate policy must be written up.

Bobbie Protono stated that several employees have been denied last minute vacation day requests. At this late date, it is virtually impossible to provide proper coverage for the library and grant vacation requests. All employees received a memo in January advising them that vacation time from 2008 had to be used by March 31, 2009. They were asked to submit requests as soon as possible including alternate dates. Most employees complied.

MEETING ADJOURNED

Jamie Silverman adjourned the public meeting at 8:44 P.M.