

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

**MINUTES OF MEETING
May 18, 2009**

OPEN

Jamie Silverman opened the public meeting at 7:14 P.M. in accordance with New Jersey Open Public Meeting Act.

ROLL CALL

Present: Jamie Silverman, Louise Gerardi, Mayor Mola, and Lori Sproviero

Absent: Joseph Casapulla, Joseph Kipilla, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

MINUTES

Mayor Mola questioned the comment on the April 20, 2009 minutes regarding cleaning the library grounds. Mayor Mola is a frequent library user. He does not see any problems with the grounds when he comes to the library. Bobbie Protono reported that Bill Reardon cleans the library grounds daily as part of his maintenance routine. She also reported that there is an ongoing problem with residents dumping garbage on the library grounds. Louise Gerardi mentioned that the library parking lot is often used as a turn-around, and people throw away garbage in our parking lot. Residents have also been using the library's dumpster. To resolve that issue we ordered a lock for the dumpster from Scuffy.

Mayor Mola moved to accept the minutes of the meeting of April 20, 2009 and May 4, 2009

Second: Louise Gerardi

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, and Louise Gerardi

FINANCIAL REPORTS

BILL'S LIST

Jamie Silverman asked if we are sending W9 forms to people earning over \$600.00.

Bobbie Protono said that we have a file for all performers. Most do not earn \$600.00 in one year.

Mayor Mola moved to accept the bill's list in the amount of \$18,190.27.

Second: Jamie Silverman

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, and Louise Gerardi

MINUTES OF MEETING May 18, 2009

Page Two

B. BUDGET COMPARISON

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

C. TRIAL BALANCE

Jamie Silverman reported that she has updated banking information. All Hudson City accounts have been updated. The bookkeeper can now update the interest.

Jamie Silverman made a motion to accept the trial balance.

Second: Louise Gerardi

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, and Louise Gerardi

DIRECTOR'S REPORT

Jamie Silverman reported that she took care of the TD dormant account notification – one unemployment and one gift account. All accounts are current.

Jamie Silverman asked about the letter to Mrs. Conte that was attached to the Director's Report. Bobbie Protono explained that Mrs. Conte had received incorrect information that we were disrespecting and/or ignoring the display case that the Conte family had donated. She seemed angry when she came to the library to ask about the situation. After speaking to her, Bobbie was not satisfied that Mrs. Conte clearly understood the situation. Therefore, a follow-up letter was sent to Mrs. Conte to address her questions.

Lori Sproviero asked about "open borrowing." Bobbie explained that open borrowing is a service that allows patrons to borrow from libraries outside of bccls. There are more than 100 libraries in northern New Jersey that participate.

Mayor Mola moved to accept the Director's Report

Second: Jamie Silverman

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, and Louise Gerardi

REFERENCE LIBRARIAN REPORT

Bobbie Protono told the board that Jennifer Lazidis will be taking a maternity leave at the end of the year. We will need to hire someone to cover Jennifer's position during the day. Silvestra Praino has agreed to cover Jennifer's Wednesday evening shift. Bobbie will talk to Elaine Leak to see if she can help cover Jennifer's schedule.

MINUTES OF MEETING May 18, 2009

Page Three

Mayor Mola suggested that Bobbie talk to Keith about the details of maternity leave. Mayor Mola commented that 19 people at the Elder Care program was good attendance.

CIRCULATION REPORT

Jamie Silverman commented that our circulation is up from last year. Mayor Mola mentioned that DVD circulation has gone up. Bobbie Protono told the board that DVD orders have increased and we are ordering a greater variety of titles.

Mayor Mola moved to accept the Circulation Report.

Second: Jamie Silverman

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, and Louise Gerardi

ITEMS FOR DISCUSSION

Employee Manual

The board will work on the Employee Manual at the Work Session in June.

Employment Application

The board will discuss and modify the employment application at the June Work Session. Copies of the current ELPK application and the borough's application are included in the board packets so that the board can review them.

OTHER ISSUES

Mayor Mola will contact Brian Giblin regarding the termination of an employee.

Jamie Silverman asked about Metro Fire and Safety. Metro Fire and Safety inspect and service our fire extinguishers.

PUBLIC COMMENTS

Questions & Comments from the public:

- Resident asked what is the operating budget to run the library? Jamie Silverman and Mayor Mola explained how the library receives funds from the state.
- Resident stated that the big window creates a glare – suggested that we add shades. Jamie Silverman explained that we will be making renovations to the library in the future.
- Resident mentioned harassment from another library – asked if this has ever happened in ELPK. Mayor Mola and Jamie Silverman responded that we cannot comment on this issue.

MEETING ADJOURNED

Jamie Silverman adjourned the public meeting at 7: 43 P.M.