

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

**MINUTES OF WORK SESSION MEETING**

**January 12, 2009**

**OPEN**

Jamie Silverman opened the work session at 7:11 P.M. in compliance with Open Public Meeting laws. The meeting date was changed due to a death in Jamie Silverman's family.

**ROLL CALL**

**Present:** Jamie Silverman, Suzanne Roberson, Jennifer Carlin, Joseph Kipilla, Doris Wechtler, and Louise Gerardi.

**Absent:** Mayor Mola, Joseph Cassapula, and Timothy Mooney

**DISCUSSION ITEMS**

**Children's Room Library Assistant:** Suzanne Roberson requested details of the requirements for this job. Suzanne expressed the need for additional personnel to properly cover all areas of the library. The board agreed that they will discuss this issue at the February 2, 2009 work session.

**Slate of Officers:** The board agreed that the slate of officers will remain the same: President – Jamie Silverman, Vice President – Louise Gerardi, Secretary – Doris Wechtler, and Treasurer – Suzanne Roberson. The board will vote on the slate of officers at the January 19, 2009 public meeting.

**Full-Time Position:** Prior to the discussion, Jamie Silverman noted that Alyssa Schlett received a Rice notice and that Alyssa had signed the option allowing for public discussion of this matter. She also explained that as per the boro attorney, Brian Giblin, Alyssa was not allowed to speak at the meeting.

The board discussed the position that had been expanded from part-time to full-time in order to include bookkeeping responsibilities. Alyssa Schlett, who accepted this full-time position, notified the board that she was no longer interested in doing the bookkeeping. Alyssa then met with Suzanne Roberson and Bobbie Protono to discuss Alyssa's modified work responsibilities which included 19 hours of circulation desk duties, 10 hours to implement Story Time, and 6 hours of office/bookkeeping tasks. Alyssa was advised by Suzanne Roberson that the office/bookkeeping piece of the job would be revisited after we hired a new bookkeeper. Alyssa's responsibilities would be revised after the specifics of the new bookkeeper's job were finalized.

The new bookkeeper has taken over all of the bookkeeping and virtually all of the office responsibilities. The office tasks that remain are not tasks that require the number of hours allocated to Alyssa for office work. The remaining jobs (i.e.: faxing, stamping

envelopes, making copies) can be handled by available library assistants, Pages, and/or volunteers.

In addition, there will be a revision in the time allocated to Story Time which will reduce the number of hours for personnel. The session for babies will be eliminated due to a lack of participants. Attendance records show no more than 3 participants enrolled.

Frequently, no one came to the sessions at all.

Our goal is to serve the community. As always, Story Time sessions will be revised as the needs of the community require.

What has occurred is that we have a full-time position that has to be brought back to part-time because there is not enough work. Jamie Silverman noted that the negative impact of this action would be on the person holding the position. While the hourly wage would remain the same, the work week would be reduced from 35 hours to 19 hours. In addition, Alyssa Schlett would no longer receive health benefits.

The board will vote at the next public meeting on January 19, 2009 whether or not to down-size this position from this full-time to part-time.

The change of meeting date from January 26, 2009 to January 19, 2009 will be posted at the municipal building, in the library, and on the library website.

**MEETING ADJOURNED**

Jamie Silverman adjourned the public meeting at 7:45 P.M.