

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

**MINUTES OF MEETING  
June 15, 2009**

**OPEN**

Jamie Silverman opened the public meeting at 7:06 P.M. in accordance with New Jersey Open Public Meeting Act.

**ROLL CALL**

**Present:** Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

**Absent:** Joseph Casapulla, Joseph Kipilla,

**MINUTES**

There were no comments on the minutes of the May 18, 2009 or June 1, 2009 meeting.

Jamie Silverman made a motion to accept the May 18 and June 1 minutes

First: Doris Wechtler

Second: Suzanne Roberson

May 18, 2009:

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

Abstain: Timothy Mooney, Suzanne Roberson, and Doris Wechtler

June 1, 2009

Approved: Jamie Silverman, Doris Wechtler, Louise Gerardi, Lori Sproviero, Suzanne Roberson, and Timothy Mooney

Abstain: Mayor Mola

**FINANCIAL REPORTS**

**Trial Balance**

There was no discussion of the Trial Balance.

**Bill's List**

There was no discussion of the Bill's List.

**Budge Comparison**

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

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Jamie Silverman made a motion to accept the Trial Balance and the Bill's List in the amount of \$16,181.00

First: Doris Wechtler

Second: Suzanne Roberson

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

**DIRECTOR'S REPORT**

Bobbie Protono recommended that Marilyn San George be hired to replace Jennifer Lazidis during Jennifer's maternity leave. Marilyn is a retired school librarian who currently works as a substitute librarian in Mahwah. She is available to work Jennifer's schedule.

Bobbie will prepare a letter of temporary employment specifying a start and end date of employment and an hourly rate. Marilyn will not receive benefits and will not be entitled to sick, vacation, or personal days.

Bobbie will review the letter with the board at the July 6 Work Session. Bobbie will also ask Frank Santora for his recommendation on how Marilyn should be paid.

It was noted that Carmela Cusmano donated \$500.00 to the library in memory of her husband. Suggestions for how to use this money will be discussed at the July 6 Work Session. Bobbie Protono will send a thank-you note to Carmela.

\$47.01 worth of books were sold on Community Day.

**REFERENCE LIBRARIAN REPORT**

There was no discussion.

**CIRCULATION REPORT**

There was no discussion.

Jamie Silverman made a motion to accept the Director's Report, Reference Librarian's Report, and the Circulation Report.

First: Mayor Mola

Second: Louise Gerardi

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

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#### ITEMS FOR DISCUSSION

##### **Personnel Update**

NJ Unemployment did not call as scheduled on June 9, 2009 to discuss a former employee's unemployment application. Frank Santora, Andrew Marrone, and Bobbie Protono waited for the call beyond the required hours of 11:20 – 1:20. Bobbie's call to unemployment at 1:20 was not returned.

NJ Unemployment did call on Friday, June 12. Bobbie Protono and Andrew Marrone spoke to the unemployment representative. The library will be notified when the matter is resolved.

##### **Employment Application**

Bobbie Protono submitted a suggested employment application. Bobbie will edit the application as suggested. Mayor Mola recommended that the application then go to Borough Attorney Brian Giblin for review. Bobbie will bring the revised application to the July 6 Work Session for final review.

##### **Employee Manual**

Jamie Silverman reviewed the changes to the Employee Manual that were previously discussed at the June 1 Work Session. "Assistant Director" was deleted. "Youth Services" was changed to "Children's Librarian." Calculations for sick and vacation time were changed to hours instead of days. The restriction on cell phone use now includes restrictions on text messaging. The Circulation Department description clarifies that a Supervising Library Assistant is the "Head of Circulation and Technical Services." Finally, employees are notified that they will not be paid if they are not properly punched in.

Mayor Mola moved that the manual be accepted as corrected.

Second: Jamie Silverman

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

##### **Library Pages**

Jamie Silverman made a motion to promote from Library Page to Library Assistant Mala Shah, Christopher Raghoobar, and Nicole Giammanco remaining at the same level of pay with an increase of hours from 10 hours a week up to no more than 19 hours per week effective immediately.

Second: Doris Wechtler

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

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**OTHER ISSUES**

Jamie Silverman made a motion to officially terminate Alberta Curti effective June 15, 2009

Second: Suzanne Roberson

Approved: Jamie Silverman, Louise Gerardi, Mayor Mola, Lori Sproviero, Timothy Mooney, Suzanne Roberson, and Doris Wechtler

**MEETING ADJOURNED**

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