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

**MINUTES OF MEETING
July 13, 2009**

OPEN

Jamie Silverman opened the public meeting at 7:11 P.M. in accordance with New Jersey Open Public Meeting Act.

ROLL CALL

Present: Jamie Silverman, Lori Sproviero, Timothy Mooney, and Doris Wechtler

Absent: Joseph Casapulla, Louise Gerardi, Suzanne Roberson, and Mayor Mola

MINUTES

Comments on June 15 minutes:

Jamie Silverman told the board that that we received notification that the former employee who filed for unemployment was disqualified from receiving benefits The employee filed an appeal. We will be notified of the results of this appeal request.

Jamie Silverman made a motion to accept the June 15, 2009 minutes

First: Doris Wechtler

Second: Tim Mooney

Approved: Jamie Silverman, Lori Sproviero, Timothy Mooney, and Doris Wechtler

FINANCIAL REPORTS

Trial Balance

There was no discussion of the Trial Balance.

Bill's List

There was no discussion of the Bill's List.

Jamie Silverman made a motion to accept the Trial Balance and the Bill's List in the amount of \$14,575.40

First: Doris Wechtler

Second: Tim Mooney

Approved: Jamie Silverman, Lori Sproviero, Timothy Mooney, and Doris Wechtler

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DIRECTOR'S REPORT

Comments:

Bobbie Protono mentioned that the DPW is coming regularly to maintain the grounds.

The board was pleased that we donated books to the soldiers in Iraq at the request of ELPK resident Diane DePadova whose son is a Marine serving in Iraq.

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: Doris Wechtler

Second: Tim Mooney

Approved: Jamie Silverman, Lori Sproviero, Timothy Mooney, and Doris Wechtler

ITEMS FOR DISCUSSION

Personnel Update

Mala Shah resigned effective July 31, 2001.

Replace Terminated Employee

Bobbie Protono requested permission to hire an employee to replace the terminated employee. The board agreed that Bobbie will discuss scheduling needs with Andrew Marrone and report back to the board at the September Work Session.

Employment Application Revision

Borough attorney Brian Giblin approved our new employment application.

Maternity Leave Replacement

The board approved the appointment letter Bobbie Protono wrote for Marilyn San George. Marilyn will be asked to sign the letter to acknowledge that she agrees to the terms of her temporary employment.

Cusmano Donation

The board approved of the suggestion that a piece of furniture be purchased for the monthly display at the reference desk. A plaque in memory of Stephen Cusmano will be placed on the furniture. There will have a dedication ceremony to honor Stephen Cusmano.

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Part-time Vacation/Personal Formula

Jamie Silverman explained that vacation, sick, and personal time for part-time workers has been incorrectly calculated due to an error in the formula. There was no stop on the formula so time continued to accrue even after an employee had used all allowable time. The error was corrected. Frank Santora has made the adjustment through payroll. Frank will prepare a letter to explain to each part-time staff member how the corrected formula impacts each individual's accumulated time.

CFO Roy Riggitano suggested that the board go back one year to adjust the numbers for part-time employees. He stressed that it is important to note that the town did not lose any money. The employees must give back the time they were not entitled to.

There was no problem with full-time employee calculations.

Employees must complete an "Absence from Library" or they will be subject to disciplinary action.

Doris Wechtler requested that the new calculations for sick, vacation, and personal time be distributed to each employee with their next pay.

Jamie Silverman made a motion to accept the changes to the Employee Manual

First: Doris Wechtler

Second: Tim Mooney

Approved: Jamie Silverman, Lori Sproviero, Timothy Mooney, and Doris Wechtler

Financial Disclosure Statements

Financial Disclosure Statements were distributed to board members at the request of Joan Tully. Trustees will complete them and return them to Keith Kazmark's office.

OTHER ISSUES

No other issues were raised.

MEETING ADJOURNED

Jamie Silverman adjourned the public meeting at 8: 15 P.M.