

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

**MINUTES OF MEETING  
March 21, 2016**

**OPEN**

Joe Suplicki opened the public meeting at 7:09 P.M. in accordance with New Jersey Open Public Meeting Act.

**ROLL CALL**

**Present:** Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

**Absent:** Mayor Mola and Jill Torrento

**APPROVAL OF MINUTES**

**February 22, 2016**

Joe Suplicki made a motion to accept the February 22, 2016 minutes

First: Doris Wechtler

Second: Richard Trawinski

Approved: Joe Suplicki, Doris Wechtler, Richard Trawinski, and Jamie Silverman

Abstain: Robert Manginelli and Kathleen Policano

**March 7, 2016**

Joe Suplicki made a motion to accept the March 7, 2016 minutes

First: Robert Manginelli

Second: Jamie Silverman

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, and Jamie Silverman

Abstain: Richard Trawinski and Kathleen Policano

- Richard Trawinski again questioned the cost of the PSEG bills as compared to the energy program used by the borough
- Jamie Silverman said that a cost comparison had been prepared and there were no savings for the library using the borough plan.
- Richard Trawinski asked to see the analysis/comparison between the PSEG costs and the program used by the borough. Mr. Trawinski will contact Roy Riggitano to get this information.

**FINANCIAL REPORTS**

**February 2016 Trial Balance**

Joe Suplicki made a motion to accept the February 2016 Trial Balance

First: Jamie Silverman

Second: Kathleen Policano

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

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### **February 2016 Bill's List**

Joe Suplicki made a motion to accept the February 2016 Bill's List in the amount of \$16,746.83

First: Kathleen Policano

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

- Richard Trawinski questioned the checks payable to Michael Cerone since the board had voted not to rehire Mr. Cerone.
- Jamie Silverman said that Mr. Cerone is considered a "hold over" per her discussion with Keith Kazmark.
- The trustees discussed the possibility of using the borough attorney instead of hiring a separate attorney for the library. The issue of a conflict of interest as well as whether or not the borough attorney would be willing to represent the library was considered. Joe Suplicki will contact Keith Kazmark to request that this issue be included on the agenda for the next council meeting.
- Richard Trawinski stated that taxpayer money could be saved by using the borough attorney. Conflict of interest is not an issue at this time and could be addressed if necessary.
- Doris Wechtler asked that the answers to the questions raised by the trustees be presented to them in writing. The trustees should receive a letter from the town council indicating whether or not Brian Giblin will represent the Elmwood Park Library.
- The trustees tabled a motion to hire Michael Cerone as the library attorney.
- Richard Trawinski recommended that the library ask the town council to appoint a liaison to the library board.

Doris Wechtler made a motion that the trustees ask the town council to appoint a liaison to the library board

Second: Richard Trawinski

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

### **OTHER REPORTS**

Joe Suplicki made a motion to accept the February 2016 Director's Report

First: Doris Wechtler

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

- Joe Suplicki explained the fire violations that the library had to address per the fire inspector's evaluation.
- Greg Witkowski addressed each violation and made the necessary adjustment. The door in the Work Room was repaired by Automatic Door Systems.

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- The fire inspector agreed to waive the requirement to replace the ceiling tiles in the Supply Room until next year since he was assured that repairs will be made during the construction/renovation project.

Joe Suplicki made a motion to accept the February 2016 Reference Report

First: Doris Wechtler

Second: Richard Trawinski

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

Joe Suplicki made a motion to accept the February 2016 Circulation Report

First: Kathleen Policano

Second: Richard Trawinski

Approved: Joe Suplicki, Robert Manginelli, Doris Wechtler, Richard Trawinski, Kathleen Policano, and Jamie Silverman

- It was noted that there was an increase in circulation.

### **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

HVAC Proposals

- All HVAC proposals were given to Richard Trawinski for review and recommendations

Building Plan Update

- Richard Trawinski again asked for a rehab analysis of the building
- Richard Trawinski asked to see a comprehensive plan as to what to do with existing space in the library before plans to build an addition proceed. At this time Mr. Trawinski does not see data to warrant an addition.
- The trustees reviewed architect diagrams and the architect's response to questions raised at the March 7, 2016 meeting.

### **OTHER ISSUES**

- Jamie Silverman reviewed the proposed architect plans and the various options for the building renovation/expansion project for those who were not in attendance at the March 7, 2016 meeting.
- Jamie Silverman discussed replacing the windows. She explained that the architect said the triple glazed windows require new frames at a cost of about \$500,000.00
- Jamie Silverman reported that the windows are only missing seals and that there is no evidence of any other problem with the windows.
- Jamie Silverman recommended that there is no need to do anything to the windows except pull out the old seals and replace them at a cost of \$35,000.00
- Jamie Silverman explained the benefit of the purchase of a "big ass fan" which, if installed, would change the plan for lighting.
- The trustees discussed the storm drains and the necessity of having them cleaned out. Jamie Silverman said that they are tied to the sewer system.
- Jamie Silverman reviewed the timeline for the project. Since nothing could be done in January or February, the project will possibly be pushed into next year.

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- Jamie Silverman explained timeline details:
  - Once the architect has the information from the trustees, it will take 4-5 weeks for drawings
  - It will then take 30 days for bid specs.
  - Once bids come in, the trustees have time to select from the bids
  - It will take 3 months to get the HVAC equipment installed

### **PUBLIC COMMENTS**

Joe Dombrowski 274 Lincoln Avenue

- Councilman Dombrowski expressed disappointment to hear that the building project could be pushed into next year.
- Councilman Dombrowski asked about the terms of the agreement with the architect. He was told that the architect is on contract.

### **MEETING ADJOURNED**

Joe Suplicki adjourned the public meeting at 8:21 P.M.