

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

**MINUTES OF MEETING
November 21, 2016**

OPEN

Joe Suplicki opened the public meeting at 7:00 P.M. in accordance with New Jersey Open Public Meeting Act.

ROLL CALL

Present: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

APPROVAL OF MINUTES

Joe Suplicki made a motion to accept the October 17, 2016 minutes

First: Doris Wechtler

Second: Kathleen Policano

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

FINANCIAL REPORTS

October 2016 Trial Balance

Joe Suplicki made a motion to approve the October 2016 Trial Balance.

First: Kathleen Policano

Second: Doris Wechtler

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

- Doris Wechtler asked about the Kaplan Fund. Accounts are now in Spencer Savings Bank. The principal, which cannot be touched, is in a CD. There is a separate money market account for the interest which is ear-marked for children's programs.
- Richard Trawinski questioned the auditor's fee. The amount on the Trial Balance is the annual fee.
- Richard Trawinski asked about the BCCLS yearly fee.

October 2016 Bill's List

Joe Suplicki made a motion to accept the October 2016 Bill's List in the amount of \$59,268.53

First: Kathleen Policano

Second: Jill Torrento

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

OTHER REPORTS

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

First: Doris Wechtler

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

MINUTES OF MEETING November 21, 2016

Page Two

- Richard Trawinski asked if Kevin Neary could attend meetings to provide input into technology plans.
- The trustees commented on the success of the children's programs.

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

First: Doris Wechtler

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

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

First: Doris Wechtler

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Resolution and Vote: Approval for RSC Building Project

- There was a discussion regarding hiring a project manager. Joe Suplicki was asked to follow-up on this issue and to report to the trustees as soon as possible.
- The vote on the building project was tabled until the December 19, 2106 meeting

Resolution and Vote: Joint Council/Trustee Committee

Joe Suplicki made a motion to form a joint council/trustee building committee to be composed of up to three council members and three trustees.

First: Doris Wechtler

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

OTHER ISSUES

- Joe Suplicki questioned a letter he received from the NJ State Library regarding services offered through JerseyConnect. The director will report on this issue at the December 19, 2016 meeting after discussion with the Reference Librarian.
- Doris Wechtler recommended that the library building be dedicated and named for Mayor Mola.
- Kathleen Policano discussed her visit to the Hawthorne Public Library. She talked about the design of the facility and the extensive services offered to the public. Mrs. Policano suggested that all trustees visit libraries to get a perspective on what other libraries are like.
- Robert Manginelli discussed his visit to a library in Lavallette.
- Robert Manginelli suggested that the Friends of the Library might be reinstated.
- Jill Torrento presented example public library surveys for parents and students. The results of these surveys would be considered during the planning of the building project. The trustees agreed that the surveys should be posted for the public to access.
- Richard Trawinski discussed the planned soil testing.

MINUTES OF MEETING November 21, 2016

Page Three

- Doris Wechtler questioned an attorney bill for \$450.00. There is no information as to why the attorney was called. Trustees had agreed that calls to the attorney would be explained to the trustees. The director will contact the attorney to clarify the attorney fee.
- There was a discussion regarding the library attorney. Mayor Colletti will speak to the boro attorney about representing the library. The trustees will hire an independent attorney in the event that there is a conflict of interest with the boro.

Joe Suplicki made a motion to give the President of the Board of Trustees sole authority to contact the library attorney or to designate who will contact the attorney. In addition, the purpose of all calls to the attorney must be shared with all trustees prior to the call. A brief statement as to the result of the contact must be shared with all trustees.

First: Doris Wechtler

Second: Robert Manginelli

Approved: Joe Suplicki, Robert Manginelli, Kathleen Policano, Doris Wechtler, Richard Trawinski, Mayor Colletti, and Jill Torrento

PUBLIC COMMENT

Jeffrey Freitag 35 Hillman Drive

- Mr. Freitag commented on the attorney bill.
- Mr. Freitag asked about the procedure for selecting a project manager.

Joe Dombrowski 274 Lincoln Avenue

- Councilman Dombrowski suggested a meeting be held at Hawthorne Library for the purpose of allowing trustees to tour the facility for ideas that could be helpful to the building project.
- Councilman Dombrowski asked about use of the meeting room and the process for signing up. Room availability for Elmwood Park groups was discussed.
- Councilman Dombrowski commented on the role of the mayor's alternate.
- Councilman Dombrowski asked about the benefits to the library through membership in BCCLS.

MEETING ADJOURNED

Joe Suplicki adjourned the public meeting at 8:20 P.M.