

BOARD OF TRUSTEES MEETING

December 17, 2014

Minutes

The meeting was called to order by Linda Farmer at 7:31 pm. The meeting was deemed to be in compliance of the New Jersey Open Public Meetings Act. Mrs. Farmer opened the meeting in the absence of President Vosatka who had informed the group that she would be late in arriving. A quorum of Trustee members was present.

Members Present: J. Hecht, P. Giordano, L. Farmer, M. Odian, C. Sventy, C. Whittemore

Members Absent: D. DiGiuseppe, G. Sisco, A. Vosatka

It was verified that the requirements of the NJ Sunshine Law were met.

Public Comments Regarding Agenda Items: none

MINUTES: Approval of November 19, 2014 Minutes

By motion of C. Whittemore, seconded by M. Odian and unanimous vote the minutes of the November 19, 2014 meeting were approved.

REPORTS:

Statistical Report: It was noted that circulation for all departments other than Children continue to trend downward over the previous year. J. Hecht noted that this trend is similar that experienced at other NJ libraries.

The Statistical, Financial and Snapshot reports were filed as presented.

Approval of Bills: By motion of C. Whittemore, seconded by P. Giordano, the Bills To Be Paid were approved unanimously.

Friends/CLL – L. Farmer reported that the 2014 financial performance of the two groups will allow them each to successfully fulfill their missions.

Boro Liaison – C. Sventy and M. Odian reported that a meeting was held with Mayor Collins to keep him up to date with library operations as well as their appreciation of the efforts of Boro personnel in maintaining the facilities. The Mayor noted the important role of the library within the community.

President A. Vosatka arrived at 7:48 pm and assumed chairmanship of the meeting.

Kinnelon Library Legacy Foundation – M. Odian reported that there was no news from this group.

Personnel Sub-Committee – The question of a wage increase was discussed for non-union employees A. Ferrara, Mary-Ann O’Gorman and the two cleaners. It was the consensus that a wage increase match with union employees would be appropriate.

Financial Sub-Committee: C, Whittemore, M. Odian and J. Hecht reported on the proposed 2015 budget which was favorably received.

Director's Report:

Jim Hecht reported as follows:

- The RFP for attorney services will go on-line in early January.
- Legislation is being proposed to allow communities to increase library funding beyond the 1/3 mil level.
- The digital marquee sign is expected shortly.
- Library customer circulation rates for "Black Friday" were anecdotally reported as low in Children's Department and average in the Adult Department.
- Recommended that we consider our January meeting to be changed to two separate meetings, an organizational meeting for election of officers, Friends/CLL report and other administrative matters and a standard business meeting.

BOARD RESOLUTION:

- **Wage Increases:** The following was unanimously approved "For each of the years 2014 and 2015 2% wage increases are approved for A. Ferrara, M. O'Gorman and our two facility cleaners.". This was proposed by M. Odian and seconded by L. Farmer.

NEW BUSINESS:

L. Farmer reported that the Personnel Sub-Committee would be arranging a performance review for Director S. Pharo. The review will be discussed in closed session at the Board's February meeting.

Public Comments

- Galina A.: Expressed concern regarding the potential brightness of the new marquee based on example of the Stonybrook School sign.
- Jill I.: Questioned the methodology of the Director's evaluation.
- Jill I.: Questioned why staff members are expected to go to the Director with their issues as opposed to bringing them to the Board.

At 8:27 pm C. Whittemore moved to have the Board go into closed session for the purposes of discussing merit increases as well as Dec. 31 closing issues. The motion was seconded by L. Farmer and approved unanimously.

At 9:28 pm the meeting was reconvened in open session.

A motion was made by C. Whittemore, seconded by L. Farmer and approved unanimously as follows: The Director's salary will be increased by 2% effective beginning with the one year anniversary of the Director's date of hire, July 1, 2014. The 2015 compensation will be determined by the 2014 performance review during the February Board meeting.

Regarding the December 31 hours of operation by motion of Linda Farmer, second by C. Whittemore and unanimous approval of the Board it was agreed that the Library would be open between the hours

of 10 am and 1 pm and that all part-time employees would be offered these three hours of employment.

By motion of L. Farmer, second by M. Odian the Board expressed its' appreciation to Interim Director James Hecht for his service.

At 9:34 pm a motion was made by L. Farmer to adjourn the meeting, seconded by P. Giordano and approved unanimously.

Respectfully submitted,

M. Odian, Secretary