

Union Township Public Library
Board of Trustees Regular Meeting

Minutes of March 22, 2016

Meeting called to order at 6:15pm

Announcement of Open Meeting

Roll Call

In Attendance: Jackie Carter, Doris D'Elia, Tim Donahue, Sally Straus, Cecilia Wisniewski and Karen O'Malley, Thomas Layden, Nancy Minneci, Laura Muller and Carl Cole.

Excused: Jeannette Cantalupo

Minutes: Approval of minutes from February meeting. Motion to accept made by Jackie Carter and seconded by Doris D'Elia. Moved. One Abstention

Correspondence: No Report.

Financial Reports: Reports are in order, motion to accept by Doris D'Elia, seconded by Jackie Carter. Moved.

Doris D'Elia moved to approve Resolution 2016-2 to authorize payment of bills as presented, seconded by Laura Muller. Moved.

Doris D'Elia moved to approve Resolution 2016-1 to authorize transferring of funds remaining from 2015 second by Cecilia Wisniewski. Moved.

Committee Reports: Sally Strauss has a special report a brief overview of Library events:

- Tuesday March 1, 10:45 Ms. Sally Straus visited the Vauxhall Branch for the Dr. Seuss birthday celebration. It was a very nice event and many of the little ones were present for the book readings. They had a very nice attendance. Ms. Strauss even posed for pictures with Mayor Figueredo and Assemblyman Jamel Holley, she even wore the special Dr. Seuss hat.
- Saturday, March 5, 10 to 12pm there was an Artist reception in the Les Malamut Gallery. The artist Donald B. David was present for his current exhibit called Faded Americana. He is very talented his paintings reflect old landmarks. The art teacher Leslie Jenkins is doing an excellent job as the new curator of the gallery. Suggest all from the Board visit the Gallery and participate in events at the Library.

- Monday, March 14 from 6:30pm to 8:30 pm, Ms. Straus said she participated in a program at the Vauxhall Library based on explaining how women do business different than men. The program was presented by Pinkshoe Marketing, unfortunately she was the only one besides one woman who came out to participate in the program. It was a very limited program but we tried to make the most of it. Abby did a very nice job and we really appreciate her support.
- Sally Strauss concluded by saying once again she would encourage all our board members and our one audience member to come out and participate in all the events that are happening at the Library. I think they are interesting and I think the Board members should be involved in the programs that we have.

Cecelia Wisniewski added that May 30th is the Memorial Day Parade at 10:00am. Everyone is invited to join and march with the Library banner.

To the trustees there is a two hour Trustee Workshop please make sure you go to one of those, there are three different dates available.

Directors Report: Director gave her report.

- Cecelia Wisniewski asked was not using your personal email this a law or was it an advisement.
- Karen O'Malley responded it is advised not to, because all our communication can be subpoenaed and you don't want someone having access to your entire personal account. So if you stick to just business under business then it's advised.
- Mr. Donahue replied it's not legally required but it is strongly suggested because theoretically someone can open your email and if your using your personal email, someone can have access all of your information. It's just good practice. It would be wise if all board members had an email through the Library system.

Old Business

Karen O'Malley mentioned again that the study of the number of children in the Vauxhall Library after school is underway and she would have the report at the next Board meeting.

Doris D'Elia spoke with the principal at Jefferson School and there really isn't anything they can do in the school that isn't already being done.

Laura Muller spoke with the Superintendent and he said its difficult right now and maybe we can develop some programs where the kids sign up and they are there for specific days so they wouldn't be there all the time, but that wouldn't be for this year, it's kind of late in the year now. Bussing is out of the question.

New Business:

Karen O'Malley gave an update to the Grant she applied for, reading a letter dated March 15th she shared with the board that the Library received the Grant. It's at least \$50,000 will modify it and ask for more.

Letter from TLC our library system it says our 5th year support agreement will expire for our servers on April 30th. We have to upgrade, this supports everything that runs our Library from the catalogue to patrons everything is there. Since we approved the transfer of funds from 2015 to 2016 Karen O'Malley would like to take the last resolution which would allow her to purchase the servers in the amount of \$14,824. We critically need the servers to run the Library. It will take about six weeks so if it is approved she would call tomorrow and we might just get it done before it expires and we can continue with business as usual.

Cecelia Wisniewski asked any questions?

Laura Muller asked what happens if you purchase the servers and they are no longer serviced by TLC, how does that work? Do you have tech support still or is it just the renewal of the 5 year license.

Karen O'Malley responded that to her understanding the servers have a five year life span and now they are at the end of their life and they are no longer going to support them and there are upgrades that are needed for the catalogue that we can't do because they are too old. TLC would handle the whole transfer of the data

Laura Muller asked do the tech support afterward as they have for the past five years or is it another five year cycle so to speak.

Karen O'Malley responded she would have to follow up and find out if it's another five year cycle

Doris D'Elia asked was there an annual fee, because they pay an annual fee at the schools

Karen O'Malley responded yes we just paid it. It is on that list it is \$20,000 per year.

Laura Muller said what is the expected lifespan, it has to be done regardless, but it would be good to know what we are getting ourselves into so that down the line we can plan for it.

Karen O'Malley said that's right I have been told by my IT guy Kevin that these things last from 5 to 7 years and we are pretty much at the end of our life span on everything that we have. Fortunately we have money left over from last year that will cover this but it doesn't cover everything. Wifi still needs to be upgraded.

Laura Muller said but this, you can't run the Library without it so it has to come first.

Karen O'Malley stated, before we purchase it we would get documentation saying here's a contract.

Laura Muller asked does this fall under the auspices of meeting local quotes now? If it's over a certain amount of money do we need quotes from various sources.

Karen O'Malley said there is an exception for Library ILS's.

Cecilia Wisniewski made a motion to approve Board Resolution 2016-3
Jackie Carter second

Motion approved

Comments from the Public:

Eileen Silverman asked at this new director's orientation what is the Rice Notification.

Karen O'Malley responded that it means that if you're going to be talking about somebody's job they have a right to be notified, it's called a Rice Notification. They can either have their job discussed in front of everyone and be present or they are told that they are going to be discussed but they can't be present

Eileen Silverman asked so are we talking about executive session?

Tim Donahue said basically before you take any adverse employment action against any employee, they have the right to be notified that something about their job will be discussed and they make the choice whether it will be discussed in a private session or a public. They have the right to be notified that something is going to be discussed about their job.

Cecelia Wisniewski asked was there anything else?

Doris D'Elia made a motion to go into executive session, Laura Muller seconded

Board went into executive session at 6:23 pm.

Board came out of executive session at 7:10 pm. no action was taken.