

Union Township Public Library
Board of Trustees Meeting
Minutes
October 25, 2016

Call to Order at 6:00pm

Notice of Meeting: CW read: Announcement of compliance with the Open Public Meetings Law

Roll Call: Jeanette Cantalupo, Jackie Carter, Doris D'Elia, Thomas Laydon, Nancy Minneci, Sally Straus, Cecilia Wisniewski, K. O'Malley, Samantha Fasanello

Excused: Carl Cole, Laura Muller

Minutes of September 2016 meeting: Motion to approve minutes of September 2016 meeting as amended to add Doris D'Elia in attendance made by Jackie Carter, seconded by Doris D'Elia. All were in favor.

Correspondence-None

Financial Report

- September financial report will be voted on next meeting, an adjustment needs to be made
- Resolution 2016-13 Authorizing Payment of Bills Presented, Motion to authorize bills made by Doris D'Elia, seconded by Jeanette Cantalupo, all present in favor.
- Cecilia Wisniewski asked if there were any questions about the Auditor's Report. Motion to accept the Auditor's Report made by Jackie Carter, seconded by Jeanette Cantalupo. All present in favor.

Director's Report: Ms. O'Malley read her Director's Report

Reports of Committees and Board Members

Sally Strauss reported:

- Many great programs at both building, highly recommend that all Board members attend whenever they can. Jaime Novak, Mystery Writers Panel. Ms.

Strauss stated that all should attend the programs to be supportive and informed of what is happening at the library.

- Art Gallery-Thursdays Nov. 3 5-8pm, Artist Charles Smith is showing his exhibit called: 2-dimensional paintings?

Doris D'Elia reported:

- Friends are having a fundraiser, all are invited, Tuesday Nov. 1, 2016 at Nunzio's on Springfield Ave Portuguese-style BBQ. We get 10% of all proceeds all day long from 11 am-9pm.
- Wine and Paint Fundraiser, American Legion Hall on or around March 23rd, 2017. Art teacher donating her time, charging only for materials-\$30 per ticket. Should be a great event.
- Cecilia Wisniewski sent dates to all for Board meetings for next year. She asked if the dates were okay. Also need a nominating committee, Thomas Laydon and Jackie Carter.

Old Business

- Test Proctoring Policy from September Board meeting-discussion. Points of discussion are whether we should charge patrons for this service. K. O'Malley said that there are costs associated with providing this service (like copies, faxing, mailing, envelopes, staff time) and that while taxpayers pay, people outside MURAL do not, and charging them more is fair. Doris D'Elia said the way it is written is fair. She and Cecilia Wisniewski both said we should charge. Motion to accept the proposed new policy as presented made by Doris D'Elia and seconded by Jeanette Cantalupo. All present in favor.
- Scheduling/Timeclock software-Karen O'Malley asked to hold off until a later date as she is still doing research for a less expensive alternative. Discussion tabled until next time.
- Hiring an accountant- K. O'Malley explained that she did try to get three quotes before this meeting: one firm declined the business because they are too busy, a second did not return call and Angelo's came and spent 45 minutes and provided a letter of engagement. Ms. O'Malley read the letter of engagement. Jeanette Cantalupo requested that Ms. O'Malley should get three quotes, she also asks if the Director asked other libraries who they use or call the State Library for recommendations. Ms. O'Malley said she did not. Jeanette Cantalupo

feels this is costly and we should get three quotes; that we may find someone better. Doris D'Elia asks how Westfield does their books. All members agreed that the Director should get three quotes before making a decision.

New Business-none

Comments from the Public-

- Mr. Tutt complimented the library. He feels we are moving forward. He wants to commend everybody so he doesn't forget anyone; "teamwork makes the dream work".
- CW said the Friends gift baskets made more than \$100.
- Erica Bell said she took pictures. Mr. Tutt was in attendance during the drawing and he came right after participating in the Breast Cancer walk. She thanks him for being in attendance and speaking with the winner who was a Union patron.

Confirmed that next meeting date: November 15, 2016 at the Main Library.

Adjournment: Motion to adjourn made by Thomas Layden and seconded by Jackie Carter. All present in favor.