

Union Township Public Library
Board of Trustees Meeting
Minutes
January 23, 2018

Call to Order by the President at 6:39pm.

Announcement of compliance with the Open Public Meetings Law

Roll Call

Present: Doris D'Elia, Sally Straus, Laura Muller, Jackie Carter, Steven Le, Nancy Minneci, Karen O'Malley, Giana Bove, George Williams arrived late at 7pm.

Excused: Jeanette Cantalupo

Approval of minutes of December 2017 meeting

Motion to accept made by Steven Le and seconded by Jackie Carter. Laura Muller and Nancy Minneci abstained. All others present approved, motion carried.

Correspondence-None

Financial Reports

Doris D'Elia reviewed reports and made a motion to accept as presented. Mr. Le asked what happens to the remaining budget in the new budget year. Ms. O'Malley explained that once all the bills have been paid for 2017 and the auditors reviewed our financials and agrees with the final number the Board will vote on a resolution to move these funds to the library's capital reserves fund. Steven Le then seconded the motion. All present in favor, motion carried.

Director's Report-Ms. O'Malley reviewed the Director's report for all.

Reports of Committees and Board Members

Ms. Straus spoke about the Art Gallery, she shared that there will be no artist reception for January or February, there will be one in March celebrating Irish culture. She added that the St. Patrick's Day parade will be on March 10th.

Ms. D'Elia reported on the Friends of the Library. There will be another fundraiser in April at Tiff's, more information will be shared as it gets closer.

Old Business-none

New Business

- New Policy-Hot Spots & Chromebooks-the policy was reviewed and motion to accept made by Steven Le and seconded by Jackie Carter. All present in favor.
- New Policy-ILL-this new policy was reviewed. Ms. D'Elia asked if TLC will recognize other library's barcodes, Ms. O'Malley said that no, a new record will be created each time. A motion to accept was made by Laura Muller and seconded by Nancy Minneci. All present in favor, motion carried.

Comments from the Public-none

Ms. Muller made a motion to go into **Executive Session (ES)** to review budget and personnel matters, seconded by Nancy Minneci. All present in favor. The Board went into ES at approximately 6:56pm.

Motion to rise from ES made by Jackie Carter and seconded by Nancy Minneci. All present in favor-no action taken in Executive Session. Board back into public session at 7:34pm.

- A motion to get quotes for a Library Building Consultant was made by Jackie Carter and seconded by Steven Le. All present in favor, motion carried.
- A motion to promote Karen Jason to Library Manager in charge of operations with a raise to \$65,524.80 for these additional responsibilities was made by Nancy Minneci and seconded by Steven Le. All present in favor, motion carried.
- A motion to promote John Daquino from Librarian 1 to Librarian 2 at a salary of \$60,564 was made by Jackie Carter and seconded by Nancy Minneci. All present in favor, motion carried.
- A motion to promote Jackie Hincapie (Youth Svcs. Dept. Head) and Emily Macleod (Children's Library Associate) to Librarian 1 upon presenting their credentials with rise in salary to \$54,000 and \$51,783 respectively, was made by Steven Le and seconded by Laura Muller. All present in favor, motion carried.
- A motion to hire a Librarian 1 with a salary of \$51,783 was made by Steven Le and seconded by Jackie Carter. All present in favor, motion carried.
- A motion to hire a full-time Library Assistant (when a position opens due to retirement or other cause) that will work ½ time at Circulation and ½ time in Collection Maintenance with Adult Services (at the 2017 NJLA rate) was made by Nancy Minneci and seconded by Laura Muller. All present in favor, motion carried.

Confirm next meeting date: February 27

Motion to adjourn made Jackie Carter and seconded by Laura Muller. All present in favor, Board adjourned at 7:49pm.