

Union Township Public Library
Board of Trustees Meeting
Minutes
June 19, 2018

Call to Order at 6:33 pm.

Announcement of compliance with the Open Public Meetings Law

Roll Call

Present: Jeanette Cantalupo, Jackie Carter, Doris D'Elia, Steven Le, Sally Straus, George Williams, Karen O'Malley and Gianna Bove

Excused: Nancy Minneci, Mary Lewis, Laura Muller

Approval of Minutes of the May 2018 regular meeting. Motion to approve minutes made by George Williams and seconded by Jackie Carter. All present approved.

Correspondence-none

Financial Reports: May 2018 to include the Bank Reconciliations, the Bills List and the Payroll. Motion to accept the financial reports made by Jeanette Cantalupo and seconded by Steven Le. All present approved.

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

- Ms. Cantalupo and Mrs. Carter both asked what is wrong with the door at Vauxhall; why hasn't it be fixed. Mrs. Carter asked that Ms. O'Malley reach out to Mr. Carter because he can communicate with Ricky at DPW and get this taken care of. Ms. O'Malley said she would do that first thing in the morning.
- Mr. Williams congratulated staff for attending NJLA. He asked whether the Board will need to develop any policies in response to the Homeless Training? Ms. O'Malley explained that possibly this may be the case as there is currently a situation that the staff has been dealing with. The person is not actually homeless however she has been harassing the staff and KO had to file an official police report. The police say they will reach out to Township attorney and Administrator to find out what can be done and we may have to make a policy or new ordinance.

Reports of Committees

- Building-no new information. A question was asked, does the Administration know the building committee is moving forward with hiring a consultant and Mrs. Carter said that they do.
- Personnel-Ms. Carter reported that she held a meeting with the Director regarding her evaluation and it went well.
- Art Gallery-Ms. Straus reported that the exhibit is ongoing, The Union County Teen Art Show. There was no reception. Please go down and take a look at very talented artists on display.
- Friends of the Library-Ms. D'Elia reported that the fundraiser to Longwood Gardens was fun but not as successful as they had hoped. The fundraiser at Tiff's earned them approximately \$500 and the book sale on the Summer Reading Kickoff was successful!

Old Business - none

New Business

- Organization Chart-approved the organization chart for the library. Mr. Williams asked if this makes any changes or does it just reflect the current situation? Ms. O'Malley said that this represents the current staffing at the library and that this is a guide to the number of positions here. That if a position needed to added, a discussion and vote by the Board would be necessary. It was asked that an adjustment be made on org chart to reflect that DPW-is responsible for library maintenance and this is not part of the library budget. Motion to accept made by Steven Le and seconded by Jackie Carter. All present in favor.
- Resolution to close out "Elevator Fund" and "Library Website Fund" and put funds in "Main Library Renovations/Computers". Resolution 2018-4 passed.
- Presentation: Library Renovation Consultants-the Board heard two presentations, one from Dennis Kowal Architects and another from Library Development Solutions. The Board had previously reviewed printed proposals.
- Approval of expenditure for professional development for staff, "Homeless Training for Libraries". Motion to approve made by Jeanette Cantalupo and seconded by Jackie Carter. All present approved.

Comments from the Public -none

Confirm next meeting date: Tuesday, September 25, 2018

Motion to Adjourn-made by George Williams and seconded by Jackie Carter. All present approved. Meeting adjourned at 8:05 pm