

Union Township Public Library
Board of Trustees Meeting
Minutes
July 24, 2018

Call to Order at 6:02 pm

Announcement of compliance with the Open Public Meetings Law-notice of this meeting was posted on the Library website, on the Reference and Circulation desks at both buildings since Thursday, July 19th, 2018.

Roll Call:

Present: Jackie Carter, Laura Muller, Doris D'Elia, Nancy Minneci, Mary Lewis, Sally Straus and Karen O'Malley

Excused: Jeanette Cantalupo, Steven Le, George Williams

Correspondence-report from Library Attorney-Ms. O'Malley shared the report created by Board counsel regarding Patron Confidentiality that came up when powder was found in returned book.

Ms. O'Malley added that Mrs. Carter's question from the last meeting regarding whether a roll call vote was necessary was answered by counsel and forwarded to all Board members. In short, it is not necessary for the Library Board (or any non-elected Board) to do a roll call vote.

Director's Report-mid-year review. Karen O'Malley discussed various statistics and trends for the year to date.

Old Business

- We plan to discuss choosing a Library Renovation Consultant. Ms. D'Elia asked for feedback.
 - Ms. Carter began by saying that of the two presentations, she was very impressed by Dennis Kowal; DWA showed great energy and presented in much greater detail and had much more experience. DKA also had a knowledgeable team prepared to work on the project and he showed that he cared about the Board. Ms. Carter continued that the other

presentation was not as energetic and the presentation was not very detailed.

- Ms. Minneci asked about the specifics regarding what this consultant will do. She reminds us that the Town hired an architect already and wants to be sure that it remains on the interior. Ms. Carter says the current plans still needs to define where everything goes and maximizes the space and that is what the consultant will do.
 - Ms. D'Elia also was impressed.
 - Any further discussion? none
 - All were in agreement with the sentiments stated and a vote was taken.
- Vote/ Resolution # 2018-5 "Hire a Library Building Consultant". Motion to hire the consultant Dennis Kowal Architects as consultant for the upcoming library renovation project made by Nancy Minneci and seconded by Jackie Carter. All present in favor.
 - Discussion on which fee to pay-the proposal states \$25k for full study and \$15 for quick study. Ms. O'Malley stated that her understanding is that the quick study should be sufficient as much work has been done by Potter. No further vote was taken on which fee to take.

Comments from the Public-none

Confirm next meeting date: Tuesday, September 25, 2018

Move to adjourn meeting made by Laura Muller and seconded by Jackie Carter. All present in favor. Meeting adjourned at 6:18 pm.