MOUNT OLIVE PUBLIC LIBRARY
Monthly Meeting Minutes
Board of Trustees Meeting
September 19, 2023

A. Roll Call
- President Beth Blakey called the meeting to order at 6:30PM and began the meeting by initiating roll. Present were Beth Blakey – President; Mauro Magarelli - Library Director; Vranda Kamath – Vice President; Marion Fleischner – Secretary; Alicia Sharma – Treasurer; Meghan Tava - Mayor’s Alternate; VanDam – Member-at-Large; Jocelyn Schaechter – Bookkeeper, and Kevin R Stansberry - Superintendent’s Alternate. Absent was John Ferrante – Town Council Liaison.

B. Compliance with Open Meetings Act
- The meeting is being held in compliance with the Open Public Meetings Act. Notice has been sent to the newspaper Daily Record, the Township Clerk and is posted in the Township Library.

C. Agenda Review/Changes by the Board - None.

D. Agenda Review
- Public request for items to be on the agenda: none.
- Board request for items to be added to agenda: none.

E. Approval of Minutes
- A motion to approve the June 13, 2023 Regular Monthly Minutes was made by D. VanDam and seconded by M. Tava. Motion approved with three abstentions.
- A motion to approve the July 11, 2023 Regular Monthly Minutes was made by V. Kamath and seconded by B. Blakey with two abstentions.

F. President’s Report
- The Strategic Planning Committee met on August 8, 2023 to discuss how to incorporate this information within the narration of the strategic plan.
- The Library Director made a presentation of the findings so that the committee could determine what points should be included in the narrative.
- M. Fleischner created an outline of the results to assist with the narrative.
- The next step is having the President and the Library Director meet to create said narrative.
- The committee chair thanked the strategic committee members for their input and a special acknowledgement goes to the Library Director for his putting the all the results into pie graphs for everyone to see the results.

G. Action on Bills
August 2023 Retroactive and September 2023:
- A motion to approve the August 2023 Retroactive and September 2023 Bills List was made by B. Blakey and seconded by V. Kamath. Motion approved unanimously.

H. Financial Reports
August 2023 Retroactive and September 2023:
- A motion to approve the August 2023 Retroactive and September 2023 Financial Report was made by B. Blakey and seconded by D. VanDam. Motion approved unanimously.

I. Library Director’s Report

Communications:
- On 8/23 The auditing firm, Nisivoccia, provided a copy of the 2022 audit.
- President B. Blakey open and read the thank you note from M. Koskulics for her retirement luncheon and gift.
- On 11/27 The library is scheduled for a 2pm meeting with the Mayor’s office concerning the Administrative Budget Hearing. Funding requests must be done beforehand via the Clear Gov platform. The Library’s request is contingent upon our 1/3 mil allotment for 2024.

Building and Grounds:

Fire Panel –
- 8/16 Fire Alarm- Security Panel Inspection took place. – no deficiencies found
- 9/11 Fire Alarm Inspection – No deficiencies found but still waiting on official report.
- 9/26 Sprinkler Inspection
- 9/27 Sprinkler Back Flow Inspection

Lighting and Electrical
- 7/19 – Lighting replaced above the Large Print Books and Light Dimmer in Director’s office.
• 7.27 – Malfunction Emergency lighting removed in the MAIN room and Lighting installed in Bookkeeper’s office.

Major Repairs for July/August
• Admin Office, Bookkeeper’s Office, Admin Bathroom and Conference Room have been repainted.
• Quiet Study Room – new string-less pulldown blinds installed on all the windows.
• Front Door Lock System – 1 panic bar rebuilt, one more rebuild is pending.
• Outside Sidewalk Repairs continues.

FRIENDS:
• 8/9 The FRIENDS donated the cost toward the purchase of new blinds for the Quiet Study Room
• 9/8 The FRIENDS conducted another Book Sale, with long lines of awaiting customers.
• A motion was made to fund two plaques on behalf of the FRIENDS’ officers for dedication to the Library and for the FRIENDS gift donation for the purchase of the Blinds in the Quiet Study Room was made by M. Fleischner and seconded by BD. VanDam. Motion approved unanimously.

Personnel:
• 3 staff members resigned in August/September
• Library Assistant - Circulation position - a job position for this position has been made. However, the hours have been decreased.
• Page/Shelver – this position with not be replaced. This responsibility with be absorbed by the current staff and volunteers as needed.

Health Benefits:
Even with a 7.6% increase in state benefits, the Board has determined that it will maintain the same benefit structure as this past year.

MISC:
• Summer Reading Closing Tallies:
  Adult Summer Reading 56 participants over 32 from 2022.
  Children’s Summer Reading 168 participants over 161 in 2022.
  Teen Summer Reading 19 participants over 28 in 2022.
• Reminder to Trustees to complete professional Development Training
• Circulation Stats remained strong though August.

J. Committee Reports
1. Personnel/Staffing – see Director’s Report
2. Finance and Budget – none
3. Policies – none
4. Building/Grounds – see Director’s Report
5. Technology – none
6. Negotiations – none
7. Strategic Planning – See President’s Report
8. Professional Development – none

K. FRIENDS: see Director’s Report

L. New Business: none

M. Unfinished Business/Action Items: none

N. Public Comments: none

O. Board Comments: none

P. Adjournment
• A motion to adjourn the meeting was made by M. Fleischner and seconded by D. VanDam. Motion approved unanimously.
• Meeting adjourned at 7:29 pm.
• The next meeting is scheduled for Tuesday, October 17, 2023 at 6:30pm.

Beth Blakey, President

Marion J. Fleischner, Secretary

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Date:

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Date: