MOUNT OLIVE PUBLIC LIBRARY
Monthly Meeting Minutes
Board of Trustees Meeting
November 12, 2024

A. Roll Call

- Vice President Drew VanDam called the meeting to order at 6:40 PM and began the meeting by initiating roll. Present were Mauro Magarelli - Library Director; Marion Fleischner – Secretary; Vranda Kamath – Treasurer, and Meghan Tava – Mayor's Alternate. Absent were President Alicia Sharma; Jocelyn Schaechter – Bookkeeper, Dr. Sumit Bangia - Superintendent; Beth Blakey – Trustee-at-Large, and John Ferrante – Town Council Liaison.

B. Compliance with the 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

- **D. Agenda Review**
- Public request for items to be on the agenda: none.
- Board request for items to be added to agenda:
  - M. Fleischner requested that the Board go into a private session meeting during the Personnel Committee.
  - M. Fleischner requested that the Board discuss the holiday party or luncheon for the Staff.

E. Approval of Minutes

- **A motion to approve the October 8, 2024 Regular Monthly Minutes** was tabled as there were not enough Trustees who attended said meeting to vote.

F. President's Report – absent

G. Action on Bills

November 2024:

- **A motion to approve the November 2024 Bills retroactively** was made by M. Fleischner and seconded by V. Kamath **Motion approved unanimously.**

H. Financial Reports

November 2024:

- **A motion to approve the November2024 Financial Report retroactively** was made by D. VanDam and seconded by M. Fleischner. **Motion approved unanimously**.

I. Library Director's Report:

COMMUNICATIONS:

Library Attorney:

- On 10/11 – the new law firm of Wiley Malehorn Sirota & Raynes sent a letter of introduction, which the Board members read and agreed so seek their service. However, said Library attorney can only be selected via a resolution voted upon by the Trustees of the Library at the annual Re-org meeting.
- **Budget –** The Library Director has submitted a preliminary budget to the Board's President and Treasurer for perusal and suggestions. At the present time several projects may occur before the end of the year, which may impact the budget.
- **Holiday List** - the Library Director gave the Board members the Holiday List for 2025 and matched it with 2024's list.

BUILDING & GROUNDS:

Crash Damage:

- 10/28 – Five new bollards (pillars) have been installed by Mangiro contracting, which was handled totally by the township.
- Our maintenance person painted the new bollards yellow.

Grinder Pump

- **10/28 –** One of two grinder pumps failed causing the pump alarm to sound. Since the library is
- below grade, it is necessary for the grinder pumps to force waste upwards toward the sewer.
- Although the building was never in immediate danger for sewage backup, the library was closed to
- the public (staff remained in the building) until repair crews could replace the failed pump. The
- library was eventually opened around 12:30 pm.

Fire Code:

- All fire code inspections have been completed, and all reports have been forwarded to the Fire Marshall,

TECHNOLOGY:

Key Card Entry & Alarm Panel

- Still awaiting a quote or plan of action from Johnson Control regarding replacing our key card panel as well as our system panel.

MAIN:

- **Mobile Printing –** 10/29 – MAIN Alliance techs have installed our new mobile printing station, which is working well, and several patrons have enjoyed this function already.
- **Phone System – Nextel –** Our phone system provider will provide new phones and install our new service on Nov.21st. Our VOIP phone system will now be handled by Broadview Systems.
- **FRIENDS:** 10/6 – The Friends provided us a with a check for $3,400.78 to help fund our holiday programs for the remainder of 2024. This was the total amount we requested. The Friends Are Awesome!

MISC.

- **Trustee Professional Development Hours.** Four trustees completed the zoom professional development program sponsored by MAIN.
- The Board agreed to furnish money for the holiday staff party and to make sure that dessert goodies were purchased for two consecutive days for the entire staff to enjoy, as not all staff members are able to attend the holiday party.
- The Library Director explained that the Holiday raffle has begun and has received some very great charitable contributions for the prizes.

Circulation STATS: Strong numbers continued through October.

J. Committee Reports –

1. Personnel/Staffing – M. Fleischner **made a motion to go into private session to discuss** personnel. D. VanDam seconded the motion. **Motion passed unanimously.** Board went into private session at 6:55pm. **A motion was made** by V. Kamath and seconded by D. VanDam **to return to public session at 7:11pm**. **Motion passed unanimously.** The Board agreed unanimously to offer the Library Director Mauro Magarelli a three-year contract for 2025-2027.

2. Finance and Budget – none

3. Policies – none

4. Building/Grounds – This committee should meet before the end of this calendar year.

5. **Technology** – none

7. **Negotiations** – none

8. **Strategic Planning** – none

K. New Business: - none

L. Unfinished Business/Action Items: none

M. Public Comments: none

N. Board Comments: none

O. Adjournment

- **A motion to adjourn** was made by M. Fleischner and seconded by D. VanDam**. Motion approved unanimously.**
- Meeting adjourned at 7:30 pm.
- The next meeting is scheduled for **Tuesday, December 10, 2024 at 6:30pm**.

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Alicia Sharma, President Date:
Drew VanDam, Vice President

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Marion J. Fleischner, Secretary Date: