

Union Township Public Library  
Board of Trustees Meeting  
Agenda  
February 26, 2019

Meeting called to order at 6:34 pm.

Announcement of compliance with the Open Public Meetings Law

Roll Call:

In attendance: Jackie Carter, Doris D'Elia, Steven Le, Mary Lewis, Nancy Minneci, Laura Muller, George Wheatle Williams, Sally Straus, Karen O'Malley, Gianna Bove

Excused: Jeannette Cantaupo

Approval of minutes of January 22 Re-organization Meeting-motion to approve made by Laura Muller and seconded by Jackie Carter. All present in favor-minutes approved.

Approval of minutes of the January 22 Regular Board Meeting-motion to approve made by Steven Le and seconded by Nancy Minneci. All present in favor-minutes approved.

Correspondence-none

Financial Reports-motion to accept the financial reports and bills list made by Steven Le and seconded by Jackie Carter. All present in favor, motion passes.

- Bank Reconciliation
- Bills List
- Payroll

Director's Report-Ms. O'Malley read her director's report. Questions regarding report as follows:

- Regarding the PSE&G bill, Ms. Minneci asked if the library can go on a monthly budget plan. Ms. O'Malley said she would inquire.
- Regarding the Buildings and Grounds portion, Mr. Williams asked whether water was seeping into the building and what, if any emergency plan exists. Ms. O'Malley explained that water does seep into the elevator shaft and that the

likely culprit is the missing gutter which allows water to pool right outside the elevator lobby. She continued that there is an emergency policy in the manual and said she would send a digital copy to all Board members to review.

- When asked about evacuation procedures it was brought up the lack of communication between floors. Ms. O'Malley said she would investigate whether the library can get the same radios used by the Town or perhaps get another form of communication if that was not possible.

#### Reports of Committees and Board Members

- Art Gallery-no new news
- Buildings and Grounds-a plan was submitted to Town, no word as yet.
- Finance-no new report
- Friends of the Library
  - Showing film Bear with Us to be followed by discussion and refreshments at Dava on April 16<sup>th</sup> from Jonathan Weisbrod.
  - Tiff's Fundraiser-dining to donate on April 11<sup>th</sup>
- Health and Safety-will review policy and explore whether to get walkie-talkies
- Personnel-none
- Policy-the Bylaws will need to be reviewed.
- Technology- the director and staff are finishing the Technology plan for review

Old Business-none

New Business-none

Comments from the Public-none.

Ms. D'Elia confirmed next meeting date of March 26, 2019.

A motion to adjourn the meeting was made by Jackie Carter and seconded by Steven Le. All present in favor. Meeting adjourned at 6:56 pm.