

Union Township Public Library  
Board of Trustees Meeting  
Minutes  
October 27, 2020

Ms. Muller called the meeting to order at 6:37pm.

Announcement of compliance with the Open Public Meetings Law was made by Ms. Muller.

Present: Jeannette Cantalupo, Jackie Carter, Steven Le, Nancy Minneci, Laura Muller, Sally Straus, George Wheatle Williams, Karen O'Malley, Tim Donohue

Excused: Mary Lewis

Absent: Paul Verzosa

Motion to approve the minutes of September 2020 meeting was made by George Wheatle Williams and seconded by Jackie Carter. All present in favor, motion passes.

Correspondence – donation received from Mark Levajac for \$500 (Levajac and Associates PC)

Mr. Le reports that all the financial reports are in order. Asked about whether the State Funds will be coming and Ms. O'Malley reports that yes, the library should be receiving the check any day now. Motion to approve the bills and bank reports made by Mrs. Cantalupo and seconded by Mrs. Carter. All present in favor, motion passes.

Director's Report-Ms. O'Malley read her report including a demonstration of the new website.

Reports of Committees and Board Members: Mrs. Cantalupo reports on the Trustee Training she attended virtually on Oct. 17. She shared that she learned so much including information about the 1/3 mil, what to do with excess funds, security and much more! She advises that everyone would benefit from the program and that there are links to view the training that Ms. O'Malley will send out to the Board to view.

Old Business - none

New Business

- Review / vote on acceptance of completed audit for 2019. Motion to approve the 2019 audit for the library was made by Mrs. Cantalupo and seconded by Mrs. Minneci. All present in favor, audit accepted.

Motion to go into Executive Session to discuss budget, contract and personnel matters made by Mr. Wheatle Williams and seconded by Mr. Le. All present in favor, the Board retired to Exec. Session at 7:06pm.

A motion to rise from Executive Session made by Mrs. Cantalupo and seconded by Mrs. Carter. All present approved, Board rose from ES at 8:01pm. No action was taken in Executive Session.

- Review of 2021 operating budget. Motion to approve a new budget expense to begin using Baker & Taylor's book processing service in 2021 for cataloging approximately 50% of the library's book processing needs at an additional cost of \$3.50-\$4 per item, about 4200 items for a total estimated processing cost between \$14,700-\$16,800 made by Mr. Wheatle Williams and seconded by Mrs. Carter. All present in favor, approved.
- Motion to approve the following promotions as of Nov. 1 and Director's annual raise as of Jan. 1, 2020 made by Mrs. Cantalupo and seconded by Mrs. Carter. All present in favor, approved.
  - Promote Emily McLeod to Librarian 2, Head of Youth Services, at an annual salary of \$63,213.
  - Promote Karen Jason to Assistant Director at an annual salary of \$80,000.
  - Promote Claudia Mejia to Principal Payroll Clerk at an annual salary of \$54,000.
  - Approve the Director's 2019 evaluation/2020 salary increase as of 1/1/20 to \$125,021 and to approve an annual increase effective 1/1/21 to \$128,772.
- Motion to approve the Staff Vacations Request for the carry-over of five (5) vacation days from 2020 into 2021 due to the COVID-19 pandemic. These days must be used in 2021 made by Mr. Wheatle Williams and seconded by Mr. Carter. All present in favor, approved.
- Motion to approve the director's request to re-assign one full-time position from the retiring Senior Library Assistant from Tech Services to a Youth Services Librarian made by Mr. Le and seconded by Mrs. Minneci. All present in favor, motion approved.

Comments from the Public - none

Confirm next meeting date November 24, 2020

Motion to adjourn the meeting made by Mr. Le and seconded by Mrs. Cantalupo. All present in favor, meeting concludes at 8:10pm.