

**The Livingston Public Library
Minutes - Trustees Meeting
Tuesday, January 10, 2017**

Approved as amended:
February 14, 2017 by
The Library Board of Trustees

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Library Director Amy Babcock Landry. Those in attendance were Co-Presidents Peggy Slatkin and Larry Bergmann, Trustees Iris Leopold, Nora Lichtenstein, Charles Tahaney, Cynthia Waller Vallario, Barbara Bye, Mayor Shawn Klein, Assistant Library Director Amy Hyfler; Geraldine DiPopolo served as recorder.

Absent: Judi Nudelman

Welcome to Mayor Shawn Klein.

Iris Leopold was sworn in as Trustee by Mayor Klein to a new five year term.

VOTE

Report of Nominating Committee: Election of New Officers for 2017: The Nominating Committee recommended that the 2016 slate of officers remain in office for 2017.

VOTE

A motion to accept the Nominating Committee's recommended slate of officers was made by Iris Leopold; seconded by Cynthia Waller Vallario and duly passed.

Amendment to the minutes of the December 13, 2016 minutes as follows: Larry Bergmann and Peggy Slatkin attended the talk by Leslie Berger, Library Consultant. This BCCLS event was specifically for Library Trustees focusing on the Strategic Planning.

VOTE

A motion to approve of the minutes as amended of the December 13, 2016 was made by Barbara Bye; seconded by Iris Leopold and duly passed.

Abstained: Charles Tahaney

Good and Welfare: There was nothing reported.

Director's Report: *(attached)*

Newly elected Livingston Board of Education Member George Shen came in for a tour of the Library. The second newly elected member, Samantha Messer has also been invited to a tour.

Barbara Bye commended the Library on having such strong representation on BCCLS committees.

Essex County Freeholder Pat Sebold will issue a commendation to the Library for 100 years of service. The ceremony will take place at the Hall of Records in Newark at 6:30 p.m. on January 25th.

Assistant Director's Report & Department Reports *(attached)*

The air curtain has been ordered and is expected to arrive in a couple of weeks

Cynthia asked about the problem with front steps. Amy Hyfler explained how the steps are falling apart. She has cordoned off the steps and called a contractor to evaluate the problem.

Department Reports

ESL Program: The information is in the packet.

Trustees: Co-Presidents Peggy Slatkin and Larry Bergmann:

Peggy Slatkin said the displays in the front case are outstanding. Peggy added the book displays are working better as well. Peggy also was happy to read about another braiding session that will be taking place.

Iris Leopold requested a staff list with extension and departments. Iris also mentioned that a date correction is needed on the Trustee list.

Cynthia Waller Vallario asked a question about Susan Muntz's report regarding the collection development expenditures. Amy Babcock Landry gave a detailed explanation of how the acquisition process works and what changes are being made to the way purchases are tracked and budgets are monitored.

Cynthia Waller Vallario also asked about the yearly ESL event. There has been a date set for the Spring. The Trustees will be notified of the date.

Larry Bergmann and Iris Leopold attended the first 2017 Board of Education meeting. The Library pledged continued cooperation with The Board of Education.

Larry Bergmann also stated the goal for 2017 will be continued implementation of the Strategic Plan with tangible results that the public can see.

Committee Reports

Finance/Budget Committee Chair: Barbara Bye reported that the committee met at the end of 2016 to review the budget. Everyone has received a copy. Upon confirmation of the budget by the Township Council, the 2017 budget will be voted on.

Personnel Committee Chair Iris Leopold distributed a copy of the evaluation worksheet and Amy Babcock Landry's self-evaluation. A meeting date needs to be set to prepare an evaluation for Amy Babcock Landry. Iris Leopold asked everyone to come prepared with information to complete this task. Iris also reminded the Trustees that Amy's contract ended on July 31, 2016.

VOTE

A motion to enter into closed session was made by Larry Bergmann; seconded by Peggy Slatkin and duly passed.

Amy Babcock Landry will advertise a special Board of Trustees meeting scheduled for Monday, January 23 at 1:30 p.m.

Community Relations/Fundraising Chair Judi Nudelman: There was no report.

Policy Committee Chair Cynthia Vallario: There was nothing to report.

Friends of the Library Report: Barbara Bye reported that the year-end membership numbers are strong. The final numbers will be available next week. Friends is looking to hold a jewelry sale

fundraiser. There is more information to follow. The year-end survey results from Senior Happening were tremendously positive.

Building and Grounds Chair Charles Tahaney reported the following Strategic Plan initiatives are being addressed:

- base board heating is being added in the study rooms
- the quote for the air curtain
- the excess computer stations have been removed
- bid documents for railing and roof
- quote for the expansion of the story room for some time in 2017.

Mayor's Report: Mayor Klein

- The search for a new Town Manager is underway. About 28 applications have been received.
- The new turf field is almost complete.
- A census has been conducted for the Township fleet of vehicles to examine a more efficient way for their usage.

A decision on the logo for the Branding Initiative has not yet been made. Once the branding has been finalized it will move forward the launch of the Township App.

Board of Education Report: Nora Lichtenstein reported that the new Board of Education Members have been installed. Ronnie Konner is the President and Pamela Chirls is the Vice President. Several new courses have been added to the Livingston High School Course Guide. The High School is hosting a "Course Preview Day". Also taking place is the first annual Military day.

A district-wide collection of various items was coordinated with the Township Diversity Committee and were donated to local organizations in support of the town-wide Martin Luther King Day of Service.

Comments/Questions from the audience pertaining to the agenda: There was no one in attendance.

VOTE

Old Business

1. Union Contract

The following resolution (2017-01) was unanimously passed:

Authorization to Execute a Memorandum of Agreement between CWA Local No.1031 (Non-Supervisory Unit) and the Livingston Library Board of Trustees and the Township of Livingston. Contract Period January 1, 2016 – December 31, 2018

WHEREAS, Communication workers of America, CWA Local 1031 is the sole and exclusive bargaining agent for the Livingston Public Library Non-Supervisory Unit; and

WHEREAS, a negotiated Memorandum of Agreement has been ratified by the Union; and

WHEREAS, it is the in the best interest of the Livingston Library Board of Trustees to execute said Memorandum of Agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Livingston Library Board of Trustees hereby authorized execution of a Memorandum of Agreement between CWA Local 1031 (Non-Supervisory Unit) and the Livingston Library Board of Trustees and the Township of Livingston for the three (3) year period of January 1, 2016 – December 31, 2018.

BE IT FURTHER RESOLVED, that the Board shall forward a signed copy of this Resolution, together with an executed copy of the Memorandum of Agreement, to the CWA Local 1031 (Non-Supervisory Unit); the Township administrator; and the Library Director.

2. Union Negotiations Update: There is a mediation meeting scheduled for tomorrow.

New Business

1. Board of Trustees Contact List: Amy Babcock Landry will email the list to Trustees. Larry Bergmann read the committee assignments aloud.
2. Resolutions:
 - a) Designate Official Newspapers

The following resolution (2017-02) was unanimously passed:

WHEREAS, the Board of Trustees of the Livingston Public Library recognizes the need to designate an official newspaper for the publication of legal notices;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of the Livingston Public Library, designates as the official newspaper:

West Essex Tribune
Star Ledger

- b) Appointing Attorney

The following resolution (2017-03) was unanimously passed:

WHEREAS, the Board of Trustees of the Livingston Public Library has determined that it is in the best interest of the Library and necessary to the efficient operation of said Library to appoint a qualified attorney to provide legal services;

WHEREAS, funds are available for said purpose;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of the Livingston Public Library will appoint Douglas S. Zucker, Esq. of Bauch Zucker Hatfield, LLC at 871 Mountain Avenue, Suite 200, Springfield, New Jersey 07081

BE IT FURTHER RESOLVED that the term for said appointment shall run from January 1, 2017 through December 31, 2017.

- c) Appointing Auditors

The following resolution (2017-04) was unanimously passed:

WHEREAS, The Board of Trustees of the Livingston Public Library has determined that it is in the best interest of the Library and necessary to the efficient operation of said Library to appoint qualified auditors to conduct an annual review of the books and accounting methods and records; and

WHEREAS, funds are available for said purpose;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Livingston Public Library will appoint Samuel Klein and Company, 550 Broad Street, Newark, New Jersey as auditor for the financial records of 2016.

BE IT FURTHER RESOLVED that the term for said appointment shall run from January 1, 2017 through December 31, 2017.

3. BCCLS Certification of Agreement was unanimously approved.

Financial Reports

Budget Report was included in the packet. A telephone bill was added to the bills payable.

VOTE

Bills Payable

A motion to pay the bills was made by Iris Leopold; seconded by Cynthia Waller Vallario and duly passed.

Adjournment

VOTE

A motion to adjourn at 8:55 p.m. was made by Mayor Klein, seconded by Larry Bergmann and duly passed.

There being no further business to come before the meeting it was adjourned at 8:55 p.m.

Respectfully submitted,

Geraldine Di Popolo

_____, Co-President

Next Board of Trustees meeting: Tuesday, February 14, 2017