

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

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

Absent: Mayor Shawn Klein

**VOTE**

A motion to approve of the minutes of the September 12, 2017 meeting was made by; Cynthia Waller Vallario; seconded by Larry Bergmann and duly passed.

Abstained: Barbara Bye, Nora Lichtenstein, Peggy Slatkin

Good and Welfare: There was nothing reported.

Director's Report:

Offers have been made for all three open Library Assistant positions and one accepted. The Police Department was pleased with the emergency manual safety plan and the clarity of our security cameras. Cynthia Waller Vallario suggested that the Trustees be included in future safety training because of the amount of time they spend at the Library.

Assistant Director's Report & Department Reports & ESL Report

Cynthia Vallario asked about the \$20,000.00 cost differential in the Technology room quote. Amy Babcock Landry will send Cynthia Waller Vallario a copy of the quote.

Department Reports

Peggy Slatkin was pleased to see pictures of the children playing with the large instruments in the Youth area. They were a gift from the Trustees in memory of Josh Hyfler. Peggy also commented on the report about the new services. Peggy likes the weekly newsletter that now includes links to other sites. Cynthia added that having a designated technology librarian has made a big difference.

Cynthia also requested a copy of the Summer reading survey be shared with the Trustees when the analysis is complete. Nora Lichtenstein added that it is excellent to see that decisions are being made from data and not anecdotal evidence.

Trustees: Co-Presidents Peggy Slatkin and Larry Bergmann:

Peggy Slatkin commended the Art Workshop she attended at the Library. Programs like the Art Workshop bring in patrons that are not necessarily readers and might not visit the Library otherwise.

Larry Bergmann talked about the new BCCLS billing formula and the controversy surrounding the change. The vote for the new billing formula is coming up. Livingston is voting yes in favor of the new formula and yes on the budget as well.

Nora Lichtenstein asked about the Hoopla account. Amy Babcock Landry said Livingston has taken the Hoopla account because it is a very popular service and the transition was seamless. Amy Babcock Landry went on to describe the history of Hoopla.

Committee Reports

Finance/Budget Committee Chair: Barbara Bye: The Finance Committee did not meet. Barbara Bye will meet with Marla Hellner and Amy Babcock Landry for a preliminary budget meeting to map out the 2018 budget before the Finance Committee meets.

Personnel Committee Chair Iris Leopold: There was nothing reported.

Policy Committee Chair Cynthia Waller Vallario distributed a copy of the bylaws that contained amendments. Cynthia Waller Vallario reviewed each section that contained an amendment and noted that some changes reflect existing practices. Also, the Committee recommends amendment revising the order of business for agenda of board meetings to allow for more efficient flow of business according to best practices.

There are currently four committees and the question of whether a Community Relations Committee is needed was discussed. Cynthia Waller Vallario would like to look at the strategic plan to see if the Community Relations Committee is mentioned. Iris Leopold said the Board should examine the role of this committee; not as a fundraising committee as it was during the Capital Campaign but in a different capacity. The Board of Trustees role in community relations was also mentioned.

Friends of the Library Report: Barbara Bye reported the Book Fest is scheduled for October 26<sup>th</sup>. There will be over 17,000 items available. Tuesday, October 17<sup>th</sup> is the fundraiser at Anthony's Coal Fired Pizza Restaurant. Barbara Bye will send a reminder to the Trustees. The Friend's membership numbers are up from last year. Barbara also reported the loss of a long-time Friends member, Judy Insabella. The BCCLS breakfast is next Tuesday, October 17<sup>th</sup>. Friends are paying for the film series. The endowment of \$10,000.00 was to be spent in a five-year period has been spent down to a remaining balance of approximately \$100.00.

Building and Grounds Chair Charles Tahaney reported that bids for the flat roof came in. The bid was awarded to Safeway Construction. There is a preliminary construction meeting tomorrow, October 11<sup>th</sup>. The railing and masonry work will be done by M & N Construction. The project will begin when the permits are issued. DPW painted the arrows in the parking lot. The broken security camera quote has not been received yet.

Mayor's Report: Mayor Klein: There was nothing reported.

Board of Education Report: Nora Lichtenstein reported that Jessica Sental was hired as the new Media Specialist at Mt. Pleasant Middle School. Nora described the repurposing of the Media Center with details on the activities that will be available to students that will include The Puma Den (design and engineering network); the Lego wall and Maker Space are among some of the resources that will be available.

Superintendent of Schools, Christina Steffner and the Board of Education members are exploring the idea of random drug testing. The first parent forum will be on Wednesday, October 11<sup>th</sup> at 7:30 p.m. at the high school. Residents and parents are encouraged to comment on this topic.

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

#### New Business

1. 2018 Holiday Schedule: The number of two-day closures was discussed.
2. 2018 Trustees Meeting Schedule

#### Old Business

1. Policy Updates: a) Program Use b) Exhibits & Display Policy  
c) Bulletin Board Use Policy d) Program Use Policy e) Circulation Policy

#### **VOTE**

A motion to adopt the policy updates was made by Cynthia Waller Vallario; seconded by Larry Bergmann and duly passed.

2. Supervisor Contract: The Memorandum of Agreement has been approved. The final document will be ready next month.

#### **VOTE**

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

**Financial Reports**

The financial reports were included in the packet.

Memorial donations totaling \$625.00 were received for September/October.

Friends received \$120.00 in donations.

**Adjournment**

There being no further business to come before the meeting it was adjourned at 8:50 p.m.

**VOTE**

A motion to adjourn at 8:50 p.m. was made by Nora Lichtenstein; seconded by Iris Leopold and duly passed.

The next Board of Trustees Meeting: Tuesday, November 14, 2017

Respectfully submitted,

Geraldine Di Popolo

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