

**WAYNE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
FINAL MINUTES
APRIL 12, 2011**

The regular meeting of the Wayne Public Library Board of Trustees was called to order by President Catherine Herman on Tuesday, April 12, 2011 at 7:00 p.m. The notice requirements of the Open Public Meeting Act have been satisfied with respect to this meeting. Specifically, the time, date and location were included in the annual notice of meetings, posted on bulletin boards in the Main Library and the Preakness Branch Library, given to the Township Clerk's office and sent to two newspapers including the official newspaper of the Township, the North Jersey Herald & News. The agenda of this meeting was posted in both the Main Library and the Preakness Branch Library, posted on the Wayne Public Library's web page and given to two newspapers, including the North Jersey Herald & News before 4:30 p.m. on the Friday preceding this meeting.

In attendance were President Catherine Herman, Vice President Michael Kealy, Trustee Jane Hutchison, Trustee Gabriel Nazziola, Mayor's Alternate Louise Newton. Also in attendance were Director Jody Treadway and Business Manager Lynn Mielke. Trustee Franco Mazzei, Superintendent of Schools Alternate Pat Kneisel and Council Liaison Al Sadowski were absent.

MINUTES:

Gabriel Nazziola motioned, seconded by Michael Kealy, to approve the minutes from the March 8, 2011 regular meeting. The motion passed 5-0.

TREASURER'S REPORT:

Gabriel Nazziola motioned, seconded by Michael Kealy to approve the Trustees' Account checks for April 2011 as submitted. The motion passed 5-0.

Michael Kealy motioned, seconded by Gabriel Nazziola, to approve the Treasurer's report for March, 2011. The motion passed 5-0.

CORRESPONDENCE:

Letters from patrons were given to Board members to read.

COMMITTEE REPORTS:

Friends – Michael Kealy was not able to attend the meeting. Friends' Volunteer Appreciation luncheon is planned for May 19th at noon. Please RSVP to the Friends

Personnel – meeting will be scheduled before the next Board meeting

Negotiating – A report will be issued in executive session.

Facilities/Safety – EIFS project moving quickly, the roof over the new section has been installed. Ms. Herman explained the need for the EIFS project. Trustee Nazzola asked about warranty on the work.

Budget – no report

Events – Wayne Day Friends will be asked about selling books during Wayne Day

PUBLIC HEARING:

Gabriel Nazzola motioned, seconded by Louise Newton, to open the public hearing. The motion passed unanimously.

Members of the public and staff expressed their concerns over the staffing of the Preakness Library and the new budget which had staff layoffs. There was a suggestion for increasing revenue as well as concerns for what will happen next year if millage goes down again. The cost and timing of the EIFS project was questioned. A suggestion was made by the public regarding the staffing of the Preakness Library to the Board of Trustees.

Michael Kealy motioned, seconded by Gabriel Nazzola, to close the public hearing. The motion passed unanimously.

BOARD MEMBER COMMENTS:

The Board members responded to the patron and staff comments. President Herman asked that everyone be patient and understand that change is difficult for all. There needs to be time for the dust to settle. President Herman explained about the cost and the need for the EIFS project at this time.

DIRECTOR'S REPORT:

Gabriel Nazziola asked about lost library items. Director Treadway replied that a report would have to be run by PALS Plus to determine the exact number of items lost per year. Michael Kealy asked about the loss of Tutor.com which was being funded by a PSE&G grant which ended. The State Library does not have the money to continue this database. Resume help will be provided by Workforce.

OLD BUSINESS:

Foundation – The foundations at Ridgewood and Princeton Libraries were contacted but no one has returned the call to date. Jane Hutchison brought materials from William Paterson's Foundation and Semple Bixel to share with the other Board members. Louise Newton's book Fundraising for Dummies had a section on foundations. Catherine Herman asked if anyone they knew was interested in sitting on the Foundation. She urged the members to keep asking people. She will do some more research on foundations. Topic is to be put on the May agenda.

Board Goals – An action plan was discussed on how to accomplish the Board goals. Catherine Herman asked Board members to rotate attending the Council meeting to talk about the library. Gabriel Nazziola asked about placing the library's newsletters at the School and Council offices. Michael Kealy will ask the Friends about sponsoring a booklet with advertisements in it. Catherine Herman will attend one of the May Council meetings. Louise Newton will meet with NJ Trustees Association and do online research.

NEW BUSINESS:

Meeting Room Policy – needs to be updated since the meeting room reservations will go online as of May 18, 2011. The current policy allows for 2 reservations within a 12 week period or 1 reservation for the current year. The online software requires a consistent number of reservations with in a specific period of time. Gabriel Nazziola asked about charging for the meeting room. Director Treadway replied that that was always an option of the Board but the immediate need was to go online with the reservation process. After discussion the Board felt that 3 reservations within a 3 month period was a good compromise.

Jane Hutchison motioned, seconded by Louise Newton to approve the change to the Meeting Room Policy. The motion passed unanimously.

PERSONNEL CHANGES:

Jane Hutchison motioned, seconded by Michael Kealy to approve the personnel changes. The motion passed unanimously.

EXECUTIVE SESSION:

Louise Newton motioned, seconded by Gabriel Nazziola to go into executive session at 9:35 PM. The motion passed unanimously.

Gabriel Nazziola motioned, seconded by Louise Newton to go back into open session at 11:20 PM. The motion passed unanimously.

ADJOURNMENT:

Gabriel Nazziola motioned, seconded by Louise Newton to adjourn at 11:21 p.m. The motion passed unanimously.

Respectfully submitted