

**WAYNE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
FINAL MINUTES  
September 13, 2011**

The regular meeting of the Wayne Public Library Board of Trustees was called to order by President Catherine Herman on Tuesday, September 13, 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, Superintendent of Schools Alternate Pat Kneisel, Trustee Franco Mazzei and Council Liaison Al Sadowski. Mayor's Alternate Louise Newton was absent. Also in attendance was Director Jody Treadway and Assistant Director Doreen Shoba. Business Manager Lynn Mielke was absent.

**MINUTES:**

Gabriel Nazziola motioned, seconded by Michael Kealy, to approve the minutes as corrected from the August 9, 2011 regular meeting. The motion passed 5-0 with Franco Mazzei abstaining.

**TREASURER'S REPORT:**

Jane Hutchison motioned, seconded by Michael Kealy to approve the Trustees' Account checks for September 2011 as submitted. The motion passed 6-0.

Michael Kealy motioned, seconded by Pat Kneisel to approve the year to date financial report for 2011. The motion passed 6-0.

**CORRESPONDENCE:**

The correspondence from the Union will be addressed under new business.

**COMMITTEE REPORTS:**

Friends – The Friends met at the President’s house on August 18, 2011 and were very generous in purchasing requested items for the library.

Personnel – none.

Negotiating – none.

Facilities/Safety – should meet.

Budget – nothing at this time but should meet.

Events – The Library banner that the Board is purchasing should be ready by the end of the week.

**PUBLIC HEARING:**

Gabriel Nazziola motioned, seconded by Franco Mazzei, to open the public hearing. The motion passed unanimously.

Joan Rivman:

Ms. Rivman expressed her concern regarding the proportion of E-Readers/ E-Books to the hard-cover/paper books in the upcoming budget. She believes many people still prefer to read from a book and hopes that the Library will proceed with caution as it decides what books to order and in what format.

Director Treadway responded that while she could not determine at this time exactly what proportions there would be of the current book format to the E-Book format, she could advise that the Library will proceed cautiously. She has been advised that certain books will only be available on an E-Reader format and some will be available in both. Patrons of the Library will have to have their own E-Reader to access the E-Books.

Wendy Sandford:

Ms. Stanford advised that the Preakness Branch showed their first movie and there was some confusion about setting up the room, but it worked out. There has been great cooperation with the Board of Education and their facilities manager.

Jean Ayers:

Ms. Ayers inquired about the August meeting minutes not being posted. Director Treadway and several board members advised her that the August minutes were just voted on earlier in the meeting and would be posted on the web site as soon as possible. Ms. Ayers was given a copy of the August meeting minutes that were approved.

Loretta Krause:

Asked how long was the public portion of the August meeting minutes?

Ms. Herman replied that it was approximately two pages.

Jane Hastings:

Ms. Hastings advised that there may be some questions regarding the August meeting minutes.

Franco Mazzei motioned, seconded by Pat Kneisel, to close the public hearing.  
The motion passed unanimously.

### **BOARD MEMBER COMMENTS:**

Mr. Kealy advised that anyone who had not spoken during the public portion could write a letter with their concerns and that option was always available.

Mr. Nazziola asked if the patrons at Preakness love Wendy and the staff. He also asked why there seemed to be so much negativity about meeting minutes and why would people be angry about them.

### **DIRECTOR'S REPORT:**

Director Treadway informed the Board of the New Jersey State Library program on strategic planning. The issue for Board members attending was the dates and times that were required to attend. The same Board member has to attend both days with the director.

Director Treadway informed the Board that the library had completed all the treatments required by Bell Environmental.

Director Treadway updated the Board on the carpet issues at the Preakness and Main Libraries. John Masso the facilities manager for the Board of Education is handling the rippled carpet at the Preakness Library. Several Board members expressed concern over the condition of the carpet in the gallery area of the Main Library. Questions were also asked concerning the lighting in the gallery area. The new lighting designs have not been seen yet.

Councilman Sadowski asked about the funding of the Montclair Public Library in 2002 and Director Treadway responded that at that time Montclair Public Library was funded at 60% over their millage rate.

### **OLD BUSINESS:**

Trustee Herman shared with the Board her findings on various types of CD accounts and their interest rates. Since the current CD was rolling over as of September 14, 2011 the consensus was to allow the CD to roll over and decide at the November Board meeting what action to take in December when it is up for renewal at that time.

There has been no progress on the Library Foundation. Trustee Mazzei recommended that Board members attend the Corporate Appreciation Day Breakfast on October 19, 2011 to make contacts with Business members.

### **NEW BUSINESS:**

There were four Policy Manual updates that needed Board approval. The first clarified that a photo ID was necessary to obtain a library card, the second was that a parent or guardian of a child seeking a card needed to meet the residency requirements and the third increased the music CD limit from 3 to 5 per card. The fourth policy addressed community service workers in the library and under what conditions they would be allowed to work in the library. The Board added the word direct to the statement on how the community service workers would be supervised.

Jane Hutchison motioned, seconded by Michael Kealy to approve the Policy Manual changes as revised. The motion passed unanimously.

The Board reviewed the Union request for the library to be closed the entire Memorial Day weekend 2012 in keeping with the contract that the Union may request an additional 3 day weekend prior to the calendar for the next year being set.

Gabriel Nazziola motioned, seconded by Pat Kneisel to approve the Union request to be closed on Saturday May 26, 2012 for a long weekend. The motioned passed unanimously.

The issue of hiring Jedd Strauss as the after school monitor was discussed. This position is needed to deal with the high school students who use the Main Library between the hours of 2:30 and 4 PM. The cost of the monitoring would be split evenly between the Board of Education and the Library Board.

Michael Kealy motioned, seconded by Pat Kneisel to authorize the Board President to act on the behalf of the Board to take action for the emergent situation. Any action taken is to be approved at the next Board meeting. The motioned passed 5 in favor and 1 abstention.

It is almost time for the Board to begin developing the 2012 Budget. The Per Capita State Aid and millage amounts have not been released by the State Library. Director Treadway hopes to have those numbers by the October Board meeting. Without the millage number it was difficult to discuss what the 2012 budget would be. Trustee Kneisel stated that things needed to go before any staff. Trustee Hutchison stated that this was the time to look at what services and tasks the library staff has been performing and see how they may be streamlined or eliminated. The Board asked Director Treadway to meet with staff and see what ideas they might have to help with the 2012 budget.

**PERSONNEL CHANGES:**

Pat Kneisel motioned, seconded by Gabriel Nazziola to approve the personnel changes. The motion passed unanimously.

**EXECUTIVE SESSION: none**

**ADJOURNMENT:**

Gabriel Nazziola motioned, seconded by Franco Mazzei to adjourn at 8:43 p.m. The motioned passed unanimously.

Respectfully submitted