

PASSAIC PUBLIC LIBRARY
Passaic, New Jersey 07055

BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

February 26, 2008

Minutes – REGULAR MEETING

Call to Order: 7:35 p.m.

Present: Mr. Mark S. Auerbach, Ms. Maria Evile, Ms. Sandra Diodonet, Ms. Angie Ramirez, Ms. Cyndi Schoenbrun, Ms. Joan Tabor; Mr. Alan Bobowski, Director

Absent: Dr. Alex D. Blanco, Ms. Maria DeDios

Excused: Mr. Walter Porto

Mr. Mark S. Auerbach presided.

Public announcement of Regular Meeting

Report and Communications of the President:

Mr. Auerbach asked that the Business Office not open mail addressed to him. He also stated that the Library should provide membership for each Trustee in the NJLTA. Mr. Auerbach distributed copies of the declaration pages of Library insurance policies and led a discussion of insurance for the Library. It seems that both the City of Passaic and the Library are insuring the Forstmann and Reid buildings. Mr. Auerbach asked Mr. Bobowski to make sure that the Library has Director's and Officer's Errors and Omissions insurance.

Presentation of Visitors: Library Staff: Ms. Jean Ellis, Ms. Elizabeth Tooley, Mr. Carlos Rodriguez, Sr., Mr. Jim Bordone; Ms. Karen Keller, Herald News; Mr. Menachem Bazian, BC Consulting Services, Inc.

Hearing of Citizens: None

Report of the Library Director:

Mr. Bobowski's written report was previously distributed in the Board packet. Mr. Bobowski also distributed copies of a section from the NJ Public Library Trustees Manual that dealt with establishing Library Board policies and procedures.

Minutes: ACTION: A Motion was made to approve the Minutes of the Regular Meeting of January 20, 2008 by Ms. Diodonet; 2nd by Ms. Schoenbrun; Approved with 5 votes in favor and 1 abstention.

Minutes: ACTION: A Motion was made to approve the Minutes of the Special Meeting of February 7, 2008 by Ms. Diodonet ; 2nd by Ms. Tabor; Approved with 5 votes in favor and 1 abstention.

Report of the Treasurer:

Mr. Bazian of BC Consulting Services, Inc. was asked about the need for paying for cable modems since the public library should receive free service under the Power to Learn Program. Mr. Bazian stated that the Library was eligible to receive one free modem for the use by the public only and

that an additional paid modem was needed for the administration. A technical discussion ensued about the relative merits of T-1 lines versus cable modems with "boost".

Mr. Bazian was asked about the PSEG invoice and replied that there was a timing issue with paying that invoice involving the date the invoice was issued and the date of the board meetings.

The number of hours for Spartan Security, 32 per week, was discussed.

It was suggested that office supplies be purchased in bulk to avoid using the Petty Cash account for such items as printer cartridges.

ACTION: A Motion was made to accept the Statement of Receipts and Disbursements for the month ending January 31, 2007 and to authorize payment of the February 2008 Bills by Ms. Tabor, 2nd by Ms. Ramirez; Approved unanimously.

Ms. Schoenbrun asked if the Board Treasurer, Ms. DeDios, had met with Mr. Bazian, the Library's financial consultant, to get up to speed on the Library's Budget. Mr. Auerbach stated that Ms. DeDios had not due to a family emergency. Ms. Schoenbrun asked if a Finance Committee had been appointed. Mr. Auerbach stated that Finance would be among the committees appointed later that evening.

Unfinished Business:

Mr. Auerbach stated that there were still some wrinkles in the contract with UE Local 404 to be ironed out.

Mr. Auerbach and Ms. Jean Ellis discussed the stipend due to staff who have received an upgrade. Mr. Auerbach stated that the stipends cannot be paid until the upgrades are officially entered into the NJ State Civil Service CAMPS online system.

A discussion of minutes from prior years ensued. It was decided that the Trustees would be given a list of all meetings in 2005, 2006, and 2007 at which a quorum was present. Another list would be made to indicate which minutes in 2007 were approved at a meeting with a quorum.

Mr. Auerbach indicated that there was a way to approve retroactively minutes that had not been approved by a meeting with a quorum and that he would find out the method to be used.

Mr. Auerbach asked that the Business Office place a priority on entering staff leave totals into the time clock so that staff can begin recording time using the time clock on April 1, 2008. Mr. Bobowski stated that the internal procedures had already been written for the use of the time clock and would be reviewed with Library Staff prior to April 1, 2008.

New Business

Mr. Auerbach, Board President, appointed the following members to Trustee Committees:

Finance Committee:	Maria DeDios and Walter Porto
Personnel Committee:	Cyndi Schoenbrun, Sandra Diodonet, Maria Evile
Technology Committee:	Joan Tabor and Angie Ramirez
Buildings and Grounds:	Walter Porto and Joan Tabor
Fundraising:	All Library Trustees
Bylaws & Constitution:	Maria Evile, Sandra Diodonet, Cyndi Schoenbrun.
Reid 105 th Anniversary:	Joan Tabor, Sandra Diodonet, Angie Ramirez, Maria Evile

The decision on the disposition of the Bookmobile was tabled until the March 25, 2008 Meeting.

Date of Next Regular Meeting: Tuesday, March 25, 2008 @ 7:00 p.m.

Adjournment: ACTION: Motion to adjourn the Meeting was made by Ms. Diodonet; 2nd by Ms. Ramirez; approved unanimously at 10:35 p.m.

Submitted by:

Alan Bobowski
Library Director / Board Secretary