

## MINUTES OF THE MEETING OF NOVEMBER 14, 2018

Meeting called to order by Janet Saunders at 7:00 p.m.

**ROLL CALL VOTE:** Present – Patricia Knapp, Elsa Stonebridge, Janet Saunders, Debbie Andriani, Tom Watkins. Absent - Valerie D'Ambrosio.

**OPEN MEETING ACT:** Open meeting notice was read, posted and mailed to three newspapers as required by law.

**PORTION OF THE MEETING OPEN TO THE PUBLIC:** Motion to close meeting made by Patricia Knapp and seconded by Tom Watkins. Unanimous approval.

**MINUTES:** Motion to accept minutes as read made by Tom Watkins and seconded by Patricia Knapp. Unanimous approval.

**LIBRARIAN'S REPORT:** Motion to accept Librarian's Report as read made by Elsa Stonebridge and seconded by Patricia Knapp. Unanimous approval.

### **CORRESPONDENCE:**

1. Receipt of 4<sup>th</sup> Quarter Allotment.
2. Donation and note from Sara Goldstein thanking us for all the programs she is able to take advantage of even though she is not a resident.
3. Note from Renee Patrick - Thank you for the Staff and all that they do.

### **OLD BUSINESS:**

1. New copy machine update - received and working well.
2. New Jersey Library Construction Bond Act and Interior Renovation update. Received Interior Renovation estimate and discussed fundraising.
3. Personnel - Permission is granted to discuss a promotion and salary increase for part time position for Brian.
4. Library Trustee Training - Patricia Knapp and Anne Krautheim will watch a video.
5. Facility update.

### **NEW BUSINESS:**

1. 2018 State Aid - received.
2. 2019 - 1/3 Million, received notification with decreased amount.
3. New Library Trustee – Theresa Bronkowski will be appointed in January.
4. Shredding, used clothing and household items collection update – raised approximately - \$800.00.
5. Health Fair update – about 300-350 people, about 40 vendors.

6. Amazon Smile & Coupon Book Fundraiser.
7. 2018 Open House.
8. Resolution No. 2018.1 (2018 Bank Resolution). Motion made by Tom Watkins and seconded by Patricia Knapp. **ROLL CALL VOTE:** Debbie Andriani, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio.
9. Resolution No. 2018.2 (Legal Notice for 2019 Board Meetings). Motion made by Tom Watkins and seconded by Patricia Knapp. **ROLL CALL VOTE:** Debbie Andriani, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio.
10. Resolution No. 2018.3 (2019 Holiday Closings). Motion made by Elsa Stonebridge and seconded by Patricia Knapp. **ROLL CALL VOTE:** Debbie Andriani, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio.
11. Upcoming Library Programs.
12. Our Town Totowa
13. Passaic Valley Art Honor Society Students.
14. Early closing November 21, 2018.

#### **FRIENDS OF THE LIBRARY:**

1. Trip to the Sands - November 13, 2018.

#### **FOUNDATION:**

1. Italian Family Style Dinner - January 21, 2019.

#### **FINANCIAL REPORT:**

1. Motion to accept monthly report for September made by Debbie Andriani and seconded by Patricia Knapp. **ROLL CALL VOTE:** Patricia Knapp, yes; Debbie Andriani, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins. Absent - Valerie D'Ambrosio.
2. Motion to accept bills for September awaiting approval made by Patricia Knapp and seconded by Debbie Andriani. **ROLL CALL VOTE:** Debbie Andriani, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio.
3. Motion to accept monthly report for October made by Patricia Knapp and seconded by Debbie Andriani. **ROLL CALL VOTE:** Debbie Andriani, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio.
4. Motion to accept bills for October awaiting approval made by Patricia Knapp and seconded by Patricia Knapp. **ROLL CALL VOTE:** Debbie Andriani, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio.

**ANNOUNCEMENTS:**

1. Open House – December 5, 2018 at 7:00 p.m.
2. Next meeting on December 19, 2018 at 7:00 p.m. Cancelled due to lack of a Quorum.

**ADJOURNMENT** - Motion to adjourn made by Tom Watkins and seconded by Patricia Knapp. Unanimous approval. Meeting adjourned at 8:45 p.m.

**Respectfully Submitted,**

**Elsa Stonebridge**

**Secretary**