

## **MINUTES OF THE MEETING OF MAY 23, 2018**

Meeting called to order by Janet Saunders at 7:10 p.m.

**ROLL CALL VOTE:** Present - Valerie D'Ambrosio, Debra Andriani, Patricia Knapp,

Janet Saunders, Elsa Stonebridge. Absent - Tom Watkins

**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 Valerie D'Ambrosio and seconded by Patricia Knapp. Unanimous approval.

**MINUTES:** Motion to accept minutes as read made by Valerie D'Ambrosio and seconded by Patricia Knapp. Unanimous approval.

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

### **CORRESPONDENCE:**

1. Donation from Heerema Family to purchase children's books.
2. 2018 Audit – all good.

### **OLD BUSINESS:**

1. Town wide Trash to Treasure Garage Sale Recap – went well.
2. Field Goods – just started, going well.
3. Computer Purchase – have been purchased.
4. Copy Machine Lease – will discuss at next meeting.

### **NEW BUSINESS:**

1. Active Shooter Training for full time staff.
2. Library Programs – getting ready for summer program.
3. Summer Programming Updates.
4. Memorial Day Parade – staff will be participating.
5. Capital Improvements Exploration – looking at plans for expansion.

**FRIENDS OF THE LIBRARY:**

1. Meeting scheduled for May 24<sup>th</sup>, 2018.

**FOUNDATION:**

1. 50/50 Raffle Tickets being sold, winner will be drawn on Totowa Day.

**FINANCIAL REPORT:**

1. Motion to accept monthly report for May made by Debra Andriani and seconded by Valerie D'Ambrosio. **ROLL CALL VOTE:** Debra Andriani, yes; Valerie D'Ambrosio yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes. Absent - Tom Watkins.
2. Motion to approve bills for May made by Patricia Knapp and seconded by Valerie D'Ambrosio. **ROLL CALL VOTE:** Debra Andriani, yes; Valerie D'Ambrosio, yes; Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes. Absent – Tom Watkins.
3. 2018 Budget and Salary Guide will be discussed at next meeting.

**ANNOUNCEMENTS:**

Next Board of Trustees Meeting - June 27, 2018.

**ADJOURNMENT:** - Motion to adjourn made by Debra Andriani and seconded by Patricia Knapp. Unanimous approval. Meeting adjourned at 7:43 p.m.

**Respectfully Submitted,**

Elsa Stonebridge

Secretary