

MINUTES OF THE MEETING OF SEPTEMBER 26, 2018

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

ROLL CALL VOTE: Present - Janet Saunders, Tom Watkins, Patricia Knapp,

Elsa Stonebridge. Absent - Valerie D'Ambrosio, Debbie Andriani.

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 Patricia Knapp and seconded by Tom Watkins. Unanimous approval.

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

CORRESPONDENCE:

1. Request for Fourth Quarter Allotment.
2. Audit received for year ended December 31, 2017 - received letter from Jeff Bliss complementing staff.
3. New Jersey Trustee Institute Workshop 10/27/2018.
4. St. James Knights of Columbus Donation.
5. Elements Massage Donation.
6. Card from Joanne Campilango – Thank you of appreciation of Staff.
7. Letter from Kathy Papastavrinoudis – Notice of retirement tentatively December 31, 2018.
8. Letter from Annemarie Shapiola – Thank you for sympathy support.

OLD BUSINESS:

1. Computer Purchase – almost complete.
2. Copy machine lease – getting 2 new and keeping one old one.
3. Capital Improvements exploration – Tom Watkins made motion to go forward with applying for grant for 2nd floor upgrade, seconded by Patricia Knapp. **ROLL CALL VOTE:** Patricia Knapp, yes; Janet Saunders, yes; Elsa Stonebridge, yes; Tom Watkins, yes. Absent - Valerie D'Ambrosio, Debbie Andriani.
4. New Jersey Library Construction Bond Act.

NEW BUSINESS:

1. Upcoming Library Programs.
2. Summer Reading Program Recap "Libraries Rock".
3. STEP/Community options volunteers & Passaic Valley High School student.
4. PALS Plus Trustee Workshop.
5. Personnel Update
6. Facility Update

FRIENDS OF THE LIBRARY:

1. Shredding Event & Clothing and Household Goods Collection Fundraiser – October 6, 2018.

FOUNDATION:

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

FINANCIAL REPORT:

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

ANNOUNCEMENTS:

Next meeting October 24, 2018 at 7:00 p.m.

ADJOURNMENT - Motion to adjourn made by Tom Watkins and seconded by Patricia Knapp. Unanimous approval. Meeting adjourned at 8:12 p.m.

Respectfully Submitted,

Elsa Stonebridge

Secretary