

**Board of Trustees
Regular Meeting Minutes
March 16, 2016
6:00 PM**

ROLL CALL:

Dennis Marks - present
Noreen Duffey - present
Karen Cohen - present
Marie Kromplewski - present
Dennis Riley - present
Diane Blair - present
Deborah Rixon - present

John Armano – present
Becky Boydston – present
Meredith Tomczyk – present
Gayle McCormick – present
Carol Bell – absent
Kimberly Plasket - absent

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Motion to approve February 17, 2016 meeting minutes: Mr. Riley, 2nd Ms. Cohen
Roll Call 5 yes votes, 2 abstain

APPROVAL of BILL LIST and BILL LIST ADDENDUM:

Ms. Boydston explained the bills for plumbing and for letterhead, and said an explanation regarding the purchase of batteries would be provided after checking details.

Motion to approve: Ms. Rixon, 2nd Mr. Riley
Roll Call 7 yes votes

REPORT from LIBRARY STAFF:

Ms. Cohen commented about the statistics regarding foot traffic and program attendance.
Ms. Duffey would like more information about the diversity of programs offered in the future.
Ms. Boydston commented that circulation of electronic items keeps growing and that community activities and programs have been well-attended.
Ms. Cohen stated that the Friends of the Library organization had asked Ms. Boydston for a wish list and approximately \$13,500 was offered for computers, display racks, a rug for the Children's area and for repair of meeting room chairs.

OLD BUSINESS:

Resolution 2016-014: Approval of 2016 Budget

The 2016 budget which was previously discussed has been revised. Ms. Tomczyk explained the new method of apportioning the Township's expense for worker's compensation insurance and that the \$58,500 savings realized by the Library will be applied toward capital improvements.

Motion to approve 2016 Budget: Ms. Blair, 2nd Ms. Duffey
Roll Call 7 yes votes

Ms. Boydston said that Board members were required to log a combined total 7 hours of training. She sent information regarding webinars and other ways to earn credits from home. There is also a Trustee Institute meeting expected to be held in September at a central New Jersey location.

NEW BUSINESS:

Ms. Boydston reported on progress of the security system/camera installation and the expected completion date of April 1, 2016.

Regarding staffing issues, Ms. Boydston stated that a new employee has been hired to fill her former position and will begin Monday March 21, 2016. Board members present unanimously approved Ms. Boydston's request to hire a Part-Time Reference Librarian.

Resolution 2016-015: Award of Roof Replacement – Phase II Bid

Ms. Tomczyk stated that Engineer Bill Long of the Alaimo Group received 7 bids for roof replacement Phase II and the lowest bid was \$468,500 from JDS General Contracting, Inc., a company which performs services for many schools and municipalities. Alaimo Group will be asked to prepare the contract, Mr. Armano will then be asked to review it, Dennis Marks will then be asked to sign it.

Ms. Tomczyk mentioned that Alaimo Group has discounted their typical 20% fee to 11% for this project and Mr. Long will monitor the roofing progress and provide frequent updates. A timeline for expected start and completion dates will be available at the April meeting.

Motion to approve awarding roof replacement to JDS General Contracting, with engineering/oversight by Alaimo Group: Mr. Riley, 2nd Ms. Kromplewski

Roll Call 7 yes votes

Resolution 2016-016: 2015 Budget Transfer of Funds

Expenses for 2015 payroll taxes were recorded under the health benefit expense line. The resolution authorizes moving \$3,500 expense to the appropriate accounting category under the 2015 budget.

Motion to approve: Ms. Blair, 2nd Ms. Duffey

Roll Call 7 yes votes

CAPITAL BUDGET:

In addition to discussing Phase II of the roof replacement, Ms. Tomczyk provided updates on the status of other previously discussed capital projects including the replacement of air conditioner #1 which is expected to begin March 18, 2016, air conditioner #2 with associated controls, carpeting, and bathroom upgrades which may include automatic faucets and toilets. Carpet replacement will require closing the library for 4-5 days so Ms. Tomczyk recommends the week of Veteran's Day. Mr. Riley suggested having bathroom upgrades done during the same time period while the library is closed.

Ms. Duffey inquired about the bathroom fixtures and their compliance with ADA regulations. Ms. Boydston replied that compliance would be verified.

PUBLIC COMMENT:

None

ADJOURNMENT:

Motion to adjourn at 6:40 PM: Ms. Blair, 2nd Mr. Riley