

Bogota Public Library
Board of Trustees
Minutes
February 12, 2018

The meeting was called to order in compliance with the State of New Jersey Open Public Meetings Act; Chapter 231 P.L. 1975 by President Elizabeth Wiemer at 7:04 p.m.

PRESENT			ABSENT
Chelsea Coleman, Director	Elizabeth Wiemer, Board President	Joanna Cursinella	Eileen Karpoff, Secretary
Eileen Lewis BOE Representative	Mary Komorowski, Vice President	Carmen Diaz	
Kathy Ferris, Mayor & Council Representative	Faith Samples-Smart	Art Konigsberg, Treasurer	

Minutes

Minutes of the October 30, 2017 special meeting, November 13, 2017 meeting, and the January 8, 2018 meeting were distributed in advance of the meeting. Joanne Cursinella moved to accept the minutes, Mary Komorowski seconded the motion, and minutes were approved unanimously with Kathy Ferris abstaining.

Correspondence

There was no correspondence to discuss.

Financial Report

Treasurer’s Report (including the Budget vs Actuals for January 2018, the January 9-Feb 13, 2018 Check list and 2018 Budget) was submitted in advance by Treasurer Art Konigsberg and was briefly reviewed. The report showed a balance of \$23,914.64 in the General Account and a balance of \$63,709.41 in the Capital Account. Joanne Cursinella moved that bills in the amount of \$15,613.26 be approved for payment out of the general account. Faith Samples-Smart seconded the motion which was passed.

Director’s Report

The report was filed in writing and Chelsea Coleman fielded questions from the Board related to the report. She noted that the Library is projecting a revenue increase of \$5,000 in 2018 based upon the increased fees for passport applications (going from \$25 to \$35 effective April 2, 2018).

Mayor’s Report

Kathy Ferris reported that Mary Ellen Murphy is the primary liaison to the Library Board of Trustees in 2018, and Kathy Ferris is the alternative.

Superintendent’s Report

Eileen Lewis is the new BOE representative. She reported that there is a search underway for a new Superintendent with plans to fill the position by summer. She also noted that there is a project underway to renovate the front of the High School.

Old Business

- 1) Chelsea Coleman presented the updated Personnel Manual and Policies that was updated by the Personnel Committee. It includes two new policies – one on harassment and another one on confidentiality of records. Hard copies were distributed at the meeting. Approval of the document was tabled to the March meeting in order to give people time to review.
- 2) The 2018 budget was presented. Faith Samples-Smart moved to accept the budget, Art Konigsberg seconded, and motion carried unanimously.

New Business

- BCCLS
 - The new distribution vendor has not been able to adequately transport books between libraries creating a back-up and finally cancellation of interlibrary loans. The warehouse is expected to be cleared out by May 31. BCCLS is seeking a new vendor.
 - BCCLS is in a search for a new Executive Director.

- Staff Increase Resolution

Resolution 2018-2-12 entitled 2018 Staff Raises provides for an \$11/hr minimum and a 2% increase for all staff effective January 1, 2018. The Resolution passed unanimously.

Elizabeth Wiemer	yes
Mary Komorowski	yes
Art Konigsberg	yes
Eileen Lewis	yes
Carmen Diaz	yes
Faith Samples-Smart	yes
Joanne Cursinella	yes
Kathy Ferris	yes

- Continuing Education Credits
Chelsea Coleman is working on the report to the state. Members reviewed the training they attended in 2017
- Debrief with Chelsea Coleman
Mary Komorowski asked Chelsea how she likes her new position as the Bogota Library Director. Chelsea stated that she loves the job, that the staff is amazing, and she likes being in a small library.

Adjournment

Elizabeth Weimer moved to adjourn the meeting at 7:46 p.m. and Joanne Cursinella seconded the motion which was passed unanimously by voice vote.

Next Meeting

Monday, March 12, 2018 at 7:00 p.m.

Submitted by Kathy Ferris