

Bogota Public Library  
Board of Trustees  
Minutes  
January 8, 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 7:00 p.m.

Present		Absent	Other(s) Present
Elizabeth Wiemer	Joanne Cursinella	Mary Komorowski	Chelsea Dodd Coleman, Library Director
David McFarlane. Mayor's representative	Eileen Karpoff	School representative	
Carmen Diaz	Faith Samples-Smart		
Art Konigsberg			

**Minutes**

Minutes of the November 13<sup>th</sup> meeting and the Special Meeting held on October 30 were not available. These minutes will be available at the February meeting.

**Correspondence**

An email addressed to the Mayor and Council was received from Sueann Cabela lodging a complaint about the behavior of young people in the library. Elizabeth Wiemer responded to these concerns and invited Ms. Cabela to attend a meeting of the Board of Trustees if she desired additional discussion.

**Financial Report**

Treasurer's Report was submitted in writing by Treasurer Art Konigsberg and was filed for audit. The report showed a balance of \$33,688.83 in the General Account and a balance of \$36,660.40 in the Capital Account. Konigsberg moved that bills in the amount of \$4,759.28 be approved for payment out of the general account. Joanne Cursinella seconded the motion which was passed by a unanimous voice vote.

**Director's Report**

The report was filed in writing and Chelsea Coleman fielded questions from the Board related to the report.

**Mayor's Report**

David McFarlane reported that he has been encouraging the Mayor and Council to find a way in which to increase the mandated appropriation for the library's expenses. He also informed the Board that the Mayor and Council will shortly be considering the borough's 2018 capital budget and pointed out that the library is welcome to submit possible projects for capital funding outside the library's budget. He urged the Board to do this sooner rather than later.

**Superintendent's Report--none**

**Old Business**

Vending Machine—the Board previously authorized former library director Radwa Ali to purchase a vending machine for the library. Chelsea Coleman suggested that this purchase might not be as desirable as it seemed. Faith Samples-Smart moved that the decision of whether to purchase the previously approved vending machine be left to the current library director’s discretion. Carmen Diaz seconded the motion and it was passed by a unanimous voice vote.

**New Business**

- Election of Officers

Joanne Cursinella moved the following slate of nominations for officers for 2018: Elizabeth Wiemer, President; Mary Komorowski, Vice President; Eileen Karpoff, Secretary; Art Koningsberg, Treasurer. Faith Samples-Smart seconded and the motion was passed by a unanimous voice vote.

- Annual Resolution

Resolution 2018-1 entitled Designating Funds in Capital Account for Future Capital Expenses was presented. A roll call vote was held:

Elizabeth Wiemer	yes
Eileen Karpoff	yes
Art Koningsberg	yes
David McFarlane	yes
Carmen Diaz	yes
Faith Samples-Smart	yes

- NJ Sunshine Law

Eileen Karpoff presented material covering the proper way to handle discussions of employees in closed sessions of the Board of Trustees under the Sunshine law. Library director Chelsea Coleman was asked to file these materials in a permanent sub file of materials pertaining to the Board of Trustees so that if the need arises, the Board will know how to proceed.

- Personnel Manual

There has been some confusion with the BPL’s staff manual. The existing manual is not dated and it is unclear whether it was ever brought to the Board of Trustees for approval. The manual is in need of updating and Chelsea Coleman has begun that process. To expedite the process, President Elizabeth Wiemer reappointed Eileen Karpoff, Faith Samples-Smart, and Carmen Diaz to the Personnel committee for 2018. Chelsea Coleman will continue working on the draft she started and will email it to the Personnel committee who will then meet on January 25 at 7:00 p.m. at the library to discuss the manual. Hopefully, a revised manual can be brought to the Board of Trustees within a month or so for a vote and implementation.

**Adjournment**

Dave McFarlane moved to adjourn the meeting at 8:20 p.m. and Joanne Cursinella seconded the motion which was passed unanimously by voice vote.

**Next Meeting**

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