

Bogota Public Library  
Board of Trustees  
Minutes  
April 9, 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 7:06 p.m.

Present		Absent	Other(s) Present
Elizabeth Wiemer	Joanne Cursinella	Eileen Lewis, Superintendent's Rep	Chelsea Dodd Coleman, Library Director
Mary Ellen Murphy Mayor's Rep	Eileen Karpoff		
Carmen Diaz	Art Koningsberg		
Faith Samples-Smart	Mary Komorowski		

**Minutes**

Minutes of the March 12<sup>th</sup> meeting were discussed. Mary Komorowski moved to accept the minutes and Carmen Diaz seconded the motion which was passed by a voice vote with Elizabeth Wiemer and Faith Samples-Smart abstaining.

**Correspondence--none**

**Financial Report**

Treasurer Art Koningsberg reported that as of March 31 the balance of the capital account was \$63,740.31 and the balance of the general account was \$16,781.41.

Treasurer's Report was submitted in writing by Treasurer Art Koningsberg and was filed for audit. Joanne Cursinella moved that the bills in the amount of \$6,626.96 be paid from the general account; Eileen Karpoff seconded and the motion was passed by a voice vote.

There was additional discussion of the possibility of moving some funds to a CD or other instrument that would pay more interest. Although there are other NJ libraries that do this, Eileen Karpoff asked that Chelsea Coleman call the State Library for a ruling. Joanne Cursinella also questioned how much additional income would actually be generated since the money could not be tied up for a long period of time.

**Director's Report**

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

**Mayor's Report**—Mary Ellen Murphy reported that she made a connection with Solutions, Inc., an architectural firm that is doing work with the school district and spoke with them regarding meeting with the library director in order to discuss the possibility of undertaking a renovation project.

**Superintendent's Report--none**

**Old Business**

- Personnel Manual

The draft Personnel Manual was discussed and a few changes were made. Eileen Karpoff moved that the Personnel Manual be adopted with revisions. Mary Ellen Murphy seconded the motion and it was passed by a voice vote.

### **New Business**

- Strategic Planning

Chelsea Coleman outlined her plan for moving forward with strategic planning and distributed an outline of the plan. After discussion, suggestions were made for additional focus groups by the trustees. President Elizabeth Wiemer appointed Faith Samples-Smart and Joanne Cursinella as trustee representatives on the Strategic Planning Committee. Carmen Diaz will serve as an alternate. The trustees will be joined by staff members Chelsea Coleman, Tommy Skrinch, and Alicia Pugh.

- Petty Cash Policy

After agreeing to amending the draft policy by adding that petty cash requests should not exceed \$25.00, Eileen Karpoff moved that the policy be adopted. Joanne Curcinella seconded and the motion was passed by a voice vote.

- New Public Printer

Eileen Karpoff moved that the library purchase a new black and white printer for the public for \$750 from CDW. Mary Ellen Murphy seconded the motion and it was passed by a voice vote.

### **Adjournment**

Mary Ellen Murphy moved to adjourn the meeting at 8:10 p.m. and Art Koningsberg seconded the motion which was passed unanimously by voice vote.

### **Next Meeting**

Monday, May 14, 2018 at 7:00 p.m.

Submitted by Eileen Mackesy-Karpoff