

**TENAFLY PUBLIC LIBRARY
MINUTES OF THE BOARD MEETING
November 18, 2013**

The Board of Trustees of the Tenafly Public Library met on November 18, 2013, at 7:30 p.m. at the Library for its regular Board meeting.

Board Members Present: President Kathleen Cook, Vice President Patrick Rouse, Secretary/Treasurer Soon Juhng, Mabel Allen, Kenneth Altman, David DiGregorio and Martin Gilbert.

Absent: Martha Kerge and Arthur Peck

Staff present: Library Director Gina Webb-Metz and Administrative Assistant Ann Marie Connolly.

Mrs. Cook called the meeting to order at 7:33 p.m. Mrs. Webb-Metz reported that notices of the meeting had been posted and sent to the media.

Minutes

Board members approved the minutes of the regular board meeting of October 21, 2013.

Moved by: Dr. Gilbert. Seconded by: Dr. Altman. Unanimously accepted.

Treasurer's Report

Mrs. Juhng reviewed with the Board the Library's cumulative financial statements through October 2013. She noted that she had examined and approved the statements and reported that they were current and accurate.

Correspondence

Michael Stein of Virginia, a former Tenafly resident, donated \$25.00 in thanks for information received in response to a local history reference inquiry regarding the 1951 Tenafly High School track team.

Director's Report

Library Director, Ms. Webb-Metz, requested that the Board increase the 2013 Library Expense Budget from \$42,350 to \$52,350 to cover the increased cost of materials and supplies. After discussion, a motion was made to approve the request.

Moved by: Dr. Altman. Seconded by: Mr. Rouse. Unanimously accepted.

On Tuesday, October 22, 2013, Dr. Gilbert, Ms. Markle, Ms. Webb-Metz and seven members of the Friends of the Library attended the BCCLS Friends Breakfast.

Donald Samick, the current owner of The J & R Lamb Studios, presented a history of stained glass to an enthusiastic audience of 50. He spoke of the Lamb family's relationship to Tenafly from the time they moved from New York City in 1935 to set up shop in Tenafly.

Ms. Markle organized the American Library Association International Game Day on Saturday, November 16. Over twenty-five participants joined in to play the varied board games provided by the Library.

President's Report

Board President Kathy Cook commented on the community jigsaw puzzle. She also mentioned how active the Library was on the previous Sunday afternoon.

Old Business

-Garden Project Update - Dr. Gilbert reported that the two estimates he has been waiting for are not done. They have been promised after the busy holiday season.

-Friends of the Library Update – Several members are expected to attend the Holiday Party on December 11, 2013. Dr. Gilbert also asked that the volunteers who worked so many hours at the recent booksale be invited to the Holiday Party. The Friends are working on an adult evening event tentatively scheduled for Sunday, May 4, 2014 to bring more people into the organization. A family after hours event is anticipated for the fall of 2014.

New Business

-The Board was enthusiastic about meeting with Alice Rigney on December 9, 2013 to discuss her upcoming exhibit of works of Tenafly artists from the past and the subsequent program she will develop for the public on this topic. Ms. Rigney is hopeful that the Board will approve funding to support the project budget she is developing. At the request of Mrs. Cook, the Library will ask the Friends of the Library if they can help assist with the project financially.

2014 Board Officers

On December 31, 2013 the terms of the Board of Trustee President, Kathleen Cook and Vice-President, Patrick Rouse will be completed. Mrs. Cook asked members to present nominations for these positions at the December 9th Board meeting.

2014 Budget Discussion

After meeting to review the 2014 Borough Budget, Patrick Rouse and Martin Gilbert of the Board's Finance Committee along with Ms. Webb-Metz presented the 2014 budget to the Board for discussion. It was decided that monies would be spent from the Helen Miller Gould Mitchell Fund (\$3,000.), Helen Haber Memorial Fund (\$500.) and the John Wilcox Bequest (\$150.) in accordance with the terms of these funds.

Ms. Webb-Metz presented the 2014 Library Budget to the Board for review and approval. After discussion a motion to approve the budget was made by Dr. Gilbert. It was seconded by Dr. Altman and unanimously accepted.

Cleaning Proposals

Ms. Webb-Metz discussed with the Board various cleaning proposals. She will continue to pursue pricing that is within the budget for specific work that should be done on a continuing basis.

BCCLS Membership for Maplewood Public Library

The Board reviewed the proposal for the Maplewood Library Main & Branch to join BCCLS by purchasing contract circulation services. After discussion a motion to approve was made by Dr. Altman, Seconded by Patrick Rouse and unanimously accepted.

Report from the Mayor's Alternate

None

Report from the Superintendent's Alternate

David DiGregorio initiated discussion on spending priorities for community resources including libraries and recreational facilities. He is working with the district to determine whether one of the Harvey Dunn paintings in the Tenafly High School Media Center could be loaned to the Tenafly Public Library for the exhibit on past Tenafly artists being organized by Alice Rigney.

Citizen's Portion of the Meeting

None

Any Other Business

The Board was in agreement that the Friends of the Tenafly Library could take charge of a mini book sale located near the front entrance of the Library. The book sale proceeds will go to the Friends to support Library activities.

Adjournment

Mrs. Cook moved to go into closed session at 8:42 p.m. to discuss 2014 compensation for non-union employees. Moved by: Mr. Rouse, Seconded by Mrs. Cook. Unanimously approved. The Board returned from closed session at 8:45 p.m.

The Board discussed the 2014 non-contractual salary for Library Director Gina Webb-Metz. After discussion the Board approved the following resolution:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of a 1.5% base salary increase for the Year 2014 for Library Director Gina Webb-Metz. It was further resolved that negotiations for the 2015 salary of Library Director Gina Webb-Metz would begin no later than November 1, 2014.

Moved by: Mrs. Cook

Seconded by: Mr. Rouse

Voting as follows:

Mrs. Allen – Aye

Dr. Gilbert - Aye

Dr. Altman – Aye

Mrs. Juhng - Aye

Mrs. Cook – Aye

Mr. Rouse - Aye

Mr. DiGregorio - Aye

The Board discussed the 2014 non-contractual salary for Administrative Assistant Ann Marie Connolly. After discussion the Board approved the following resolution:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of a 1.5% base salary increase for the Year 2014 for Administrative Assistant Ann Marie Connolly. It was further resolved that negotiations for the 2015 salary of Administrative Assistant Ann Marie Connolly would begin no later than November 1, 2014.

Moved by: Mrs. Cook

Seconded by: Mr. Rouse

Voting as follows:

Mrs. Allen – Aye
Dr. Altman – Aye
Mrs. Cook – Aye
Mr. DiGregorio - Aye

Dr. Gilbert - Aye
Mrs. Juhng - Aye
Mr. Rouse - Aye

The Board discussed the 2014 hourly wage for non-contractual seasonal employees. After discussion the Board approved the following resolution:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of a 1.5% hourly wage increase for non-contractual seasonal employees for the Year 2014.

Moved by: Mrs. Cook
Voting as follows:
Mrs. Allen – Aye
Dr. Altman – Aye
Mrs. Cook – Aye
Mr. DiGregorio - Aye

Seconded by: Mr. Rouse

Dr. Gilbert - Aye
Mrs. Juhng - Aye
Mr. Rouse - Aye

The Board discussed the 2014 hourly wage for non-contractual seasonal employee Claire Santoro. After discussion the Board approved the following resolution:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of an hourly wage of \$24.00 for non-contractual seasonal employee Claire Santoro for the Year 2014.

Moved by: Mrs. Cook
Voting as follows:
Mrs. Allen – Aye
Dr. Altman – Aye
Mrs. Cook – Aye
Mr. DiGregorio - Aye

Seconded by: Mr. Rouse

Dr. Gilbert - Aye
Mrs. Juhng - Aye
Mr. Rouse - Aye

Meeting was adjourned at 8:53 p.m. Moved by: Mr. Rouse. Seconded by Dr. Altman. Unanimously approved.

Respectfully submitted,

Soon Juhng
Secretary/Treasurer

The next regular meeting of the Library Board of Trustees will be on Monday, December 9, 2013

APPROVED: 12-09-2013