

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

**MINUTES OF MEETING
May 20, 2008**

OPEN

At 7:07 pm by Jamie Silverman; Pursuant to New Jersey Sunshine Laws, notices were in Borough Hall and the Library, advising the public of the Board of Trustees meeting, which is open to all.

ROLL CALL

Present: Jamie Silverman, Louise Gerardi, Suzanne Roberson, Joseph Kipilla, Mayor Richard Mola, Doris Wechtler

Absent: Joseph Cassapula

MINUTES

Minutes from the March 17, 2008 Board meeting were accepted.
First: Doris Wechtler, Second: Suzanne Roberson. All approved.

FINANCIAL REPORTS

A. BILLS LIST

A motion was made to accept the March Bills List in the amount of \$7, 480.22.
First: Doris Wechtler, Second: Suzanne Roberson
Jamie Silverman, Suzanne Roberson, Louise Gerardi, Doris Wechtler, Joseph Kipilla, Mayor Mola, Approved.

A motion was made to accept the April Bills List in the amount of \$15,051.96
First: Doris Wechtler, Second: Louise Gerardi
Jamie Silverman, Doris Wechtler, Louise Gerardi, Suzanne Roberson, Joseph Kipilla, Mayor Mola, Approved.

B. Budget Comparison

A motion was made to accept the Budget Comparison for March.
First: Doris Wechtler, Second: Louise Gerardi
Jamie Silverman, Doris Wechtler, Louise Gerardi, Suzanne Roberson, Joseph Kipilla, Mayor Mola, Approved.

The Budget Comparison for April was not submitted. The temporary accountant is waiting for numbers from the auditor before the budget numbers can be accurately adjusted.

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C. Trial Balance

The temporary accountant submitted the March Trial Balance Report to the Board in the amount of \$847,199.62. Updates will be made to the mature dates and close dates on library CDs.

A motion was made to accept the trial balance for March 2008.

First: Doris Wechtler, Second: Louise Gerardi

Approved: Doris Wechtler, Louise Gerardi, Suzanne Roberson, Jamie Silverman, Joseph Kipilla, Mayor Mola

The temporary accountant submitted the April Trial Balance Report to the Board in the amount of \$848,576.47. Updates will be made to the mature dates and close dates on the library CDs as soon as the auditors are done with their report. The Board was also notified that Mr. Kaplan will be donating \$1,000 to the Kaplan Fund this year.

A motion was made to accept the Trial Balance for April 2008.

First: Doris Wechtler, Second: Suzanne Roberson

Approved: Jamie Silverman, Doris Wechtler, Suzanne Roberson, Louise Gerardi, Joseph Kipilla, Mayor Mola

DIRECTOR'S REPORT (April)

A memo was issued to all staff members to address schedule and punch card procedures. There was not much feedback regarding the memo. The few employees who were not following procedures began to follow proper protocol after receiving the memo.

The Friends of the Library will donate \$500 for the Summer Concert Series.

REFERENCE LIBRARIAN REPORT (April)

Jennifer Lazidis attended the NJLA Annual Conference and the Board noted that it seemed to have offered a lot of valuable information.

The April Adult program, Fusion Feng Shui was well received by the community and had a high attendance.

More adult programs are scheduled for May and June. They will be geared toward senior needs and other topics of interest to adult members of the community.

Computer class attendance has been decreasing. Attendees of the Microsoft word class have gotten all they can from the class. Classes pertaining to other computer programs will begin to be introduced, starting with Microsoft Excel.

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CIRCULATION REPORT (April)

The total circulation statistic has increased from 25,603 to 33,739.

CHILDREN'S LIBRARIAN REPORT (April)

Attendance at Children's programs decreased dramatically since March. This could be from the break in between sessions.

Children's reference questions went up by 100. This is most likely attributed to counting adult reference questions answered with children's since librarians cover all aspects of the library.

The Board is interested in the types of grants the Children's Librarian is researching.

ITEMS OF DISCUSSION

Robert White will be visiting Elmwood Park library on July 7, 2008 at the Board of Trustees Work Session meeting.

At the regular July Board meeting, Mayor Mola will dedicate the display case and plaque donated by the family of Stephen P. Conte Sr.

A motion was made to retain Lerch, Vinci, and Higgins as the library auditors.

First: Doris Wechtler, Second: Louise Gerardi

Approved: Doris Wechtler, Louise Gerardi, Suzanne Roberson, Joseph Kipilla, Jamie Silverman, Mayor Mola

MEETING ADJOURNED

The meeting was adjourned at 7:49 pm.