

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

**MINUTES OF MEETING
September 8, 2008**

OPEN

At 7:00 pm by Jamie Silverman; in compliance with the Board of Trustees Work Session.

ROLL CALL

Present: Suzanne Roberson, Joseph Kipilla, Doris Wechtler, Louise Gerardi, Jamie Silverman, Jennifer Carlin

Absent: Joseph Cassapula, Mayor Richard Mola

ITEMS OF DISCUSSION

- Trial Balance has been updated with the correct information.
 - The New Jersey Cash Management Funds were researched by Jamie Silverman. The money's origins were traced back through minutes from 1976 to the present and by asking past board members.
 - The auditors have suggested that we remove the money from the gift account and close it since there has been no activity since 1997.
 - Building Investment Fund is another bucket account. By the end of the year another \$100,000 can be pulled from the operating and put into the building fund. The plan is to create a more distinguished children's room and possibly a new kid friendly story time room.
 - The Hudson City Money Market account that was created in 1998 has had no activity since its creation and the origins of the money are unknown.
 - The Hudson Savings Account for Children's Investment has a balance of \$6,902.83, which is spending money to be used for the betterment of the children's room.
 - The Reserve for Kaplan account is a holding account for any donations reserved for the Kaplan account. When the Kaplan CDs roll, the money from here is taken out and put into the CDs.
 - The Borough Allotment number is skewed because there are two quarters of allotment sitting there.
 - We need to look into realigning our budget now that the accounts are updated. The Budget for 2008 will be discussed at the October Work Session.
 - Bank accounts are reconciled, except payroll account.

MINUTES OF MEETING

Page Two

- There is a New Jersey Library Trustee Association Regional Idea Swap on Saturday September 13 or Saturday October 25. This is open to all members of the Trustee Association.
- Robert White is coming to the October 6th work session meeting at 7:00 pm.
- The library holiday party is scheduled for December 12th at 5:00 pm so we do not have to close the library early.
- The adult programming of the library is well received by the community and is continuing to do well in spite of programs run by the senior center.
- Civil Service Resolution- North Brunswick has requested to opt out of civil service of NJ. We want to follow the progress of this and see what the outcome is. This may be beneficial to the community if it goes through.
- There was a discussion about having molding installed around the bulletin board before the dedication.
- Student Volunteers- There has been no procedure in the past. Application and job description has been implemented to make the process more official and organized. We should make Elmwood Park students priority when volunteer requests come in. Also in the past the overflow of volunteers has taken away from the paid page's jobs.
- The three pages we currently have, Mala Shah, Nicole Giammanco, and Christopher Raghoobar have been spoken to individually. They are as close to perfect as we can have and the library is in better order than its ever been.
- Barbara Faulk has shifted and revamped nearly every section of the library. The library is very orderly now.
- No board approval is needed to buy a new printer/scanner for the director's office.

MINUTES OF MEETING

Page Three

- Estimated PCSA- We are getting state aid in the amount of \$18,925,00 in October. Jamie has spoken to the state and they will not penalized us for 2008 for not having a member of the Board of Education in attendance because we are already proved for 2008. If we sign the state aid report again when we are not in compliance, we will be penalized. In the future, the superintendent or his alternate must attend the board meetings. The alternate cannot be changed; the designated alternate must attend.
- Alyssa Schlett will be attending a QuickBooks training course on September 24th and September 25th.
- BCCLS will be having Small Group Meetings fro Trustees to review and discuss two important topics, the proposed 2009 Rate Card and strategic planning at both the local and consortium levels. They are scheduled for October 2, 2008 at 1:30 pm for refreshments, program at 2 pm and October 7, 2008 at 6:30 pm for refreshments, program at 7:00 pm.
- Mary Palmieri and family sent the Library Board of Trustees a thank you for the sympathy basket sent in memory of her husband Frank Palmieri.
- The money in the Money Market gift account can be moved to the building fund as long as they are not dedicated to anything specific.
- The money market account whose origins cannot be tracked can be signed off on by Roy Riggitano as long as its not a dedicated trust fund for anything. If not, we have a right to use it for the betterment of the library.
- Cash Management accounts need to be moved to the building fund by giving the bank instructions and a board resolution to move the funds.
- The exact amount needed to be kept in the unemployment account is still being investigated by Roy Riggitano. The employees take approximately 1% of their gross pay out which is put in the unemployment account. Based on the gross pay we would need approximate \$10,000 in there. By next month, Roy will know for sure if we can take the money for the building fund.
- As per Roy Riggitano, credit cash \$8,000 Debit Unemployment Trust Fund.
- Roy Riggitano has now been added as a signature on our Interchange accounts.

MINUTES OF MEETING

Page Four

MEETING ADJOURNED

The meeting was adjourned at 8:55 pm.