

ROCKAWAY BOROUGH FREE PUBLIC LIBRARY

Final Minutes

Board of Trustees Meeting

February 19, 2020

MEETING CALLED TO ORDER: 7:30 p.m.

NOTICE OF EMERGENCY EXITS ANNOUNCED: Yes

ATTENDANCE: Linda Kanapaux, Melissa Burnside, Edna Puleo, Hank Wagner, Judy O'Hara  
MaryBeth Ramsay, Phyllis Alpaugh and Jean Swanick

ABSENT: None

PUBLIC PORTION OF MEETING: None

MINUTES: Motion made by Judy O'Hara to approve the draft minutes with minor editing from the January 15<sup>th</sup> meeting minutes and seconded by Phyllis Alpaugh.

TREASURER'S REPORT: Number of checks signed; 11 from Operating and 2 from Fines account. Motion made by Judy O'Hara to approve the Treasurer's Report and seconded by Phyllis Alpaugh.

DIRECTOR'S REPORT: All employee evaluations completed. Consumer Reports online content now available along with Mometrix Test Prep service. Banner advertised on Facebook and outreach will be made to the schools. Motion made by Judy O'Hara to approve the Director's Report and seconded by MaryBeth Ramsay.

COMMUNICATIONS: None

FRIENDS OF THE LIBRARY: Generous business donations are coming in for summer reading program. Theme is "Imagine Your Story." Team is working on 2020 fundraiser ideas.

POLICIES AND PROCEDURES: Security cameras-possible additions (stairs) to be discussed in the near future and if a need, to draft a video policy.

NEW BUSINESS: Staff job descriptions only need minor tweaking, i.e. technology purposes, automated notification and some generalization. Succession plan ideas; early feedback from reaching out to other libraries on their procedure included deferring to the Director's Assistant, have a written plan for authorization and utilizing staff cross-training for interims.

Motion made at 8:17 p.m. to enter into closed session by Judy O'Hara and seconded by Phyllis Alpaugh for a personnel matter. Motion to return at 8:22 p.m. to open session by Judy O'Hara

and seconded by Phyllis Alpaugh. E-vote confirmation and unanimous approval of evaluation by verbal vote includes an additional 1% merit increase bringing the total increase to 3%. Motion made by Judy O'Hara and seconded by Phyllis Alpaugh.

UNFINISHED BUSINESS: Copies of estimated 2020 budgets presented.

Motion to adjourn at 8:39 p.m. made by Judy O'Hara and seconded by Jean Swanick.

Respectfully submitted,

Jean Swanick, Secretary