

**MOUNT ARLINGTON PUBLIC LIBRARY
MEETING MINUTES
JANUARY 24, 2012**

Call to Order

Meeting was called to order at 7:15 pm by Trustee President, Maureen Cerasoli.

Members Present

Trustees Present: President, Maureen Cerasoli, John Driscoll (Mayor's Alternate), Ana Van Den Hende, Fran Hallowich, Anna Travers, Mayor Arthur Ondish and Library Director, Tina Mayer. Absent: Jane Jameson, Superintendent of Schools, Kristy Whittle, (School Librarian and School Superintendent's Alternate), Treasurer, Harry Martin.

Approval of the Minutes

Motion to approve the minutes from the December 20, 2011 meeting by Ana Van Den Hende, seconded by Maureen Cerasoli. All in favor.

Statistics of the Library

Review of the December 2011 statistics. Some numbers are down and possibly attributed to the holiday season. Mayor Ondish asked a question regarding the video line and the fact that there were 271 videos in the library collection in November and zero in December. Tina Mayer will look into it.

Treasurer's Report and Action on Bills

Tina Mayer reported on prior month's account balance. December balance was \$63,891.78. Discussion regarding the capital reserve money and the need to keep this as an "emergency fund."

Director's Report

1. Discussion job descriptions for all library employees, which also includes the Director. Trustees currently have a copy of the Library Director's job description and are reviewing it. The remaining descriptions will be forthcoming. Time is needed to segregate out the duties of the different staff positions.

2. Discussion of the Jack Richard's Memorial that the Borough Council wants to place at the library. Discussion that Jack Richards dedicated the library building in memory of his late wife Peg, and the Trustees wish to respect his wishes. Suggestions were made to have the memorial placed up at Memorial Park as was done with Albert Ferrara. Mayor Ondish will bring this idea to the Borough Council.

Committee Reports

None.

Old Business

None.

New Business

1. DPW is working on fixing handicapped toilet.

2. Will be offering fax services for patrons at ten cents a copy. This doesn't cost the Library any money for fax support.
3. Will be adding a fourth phone line to designate three lines for phones to handle call volume of patrons when Director utilizes one of the lines for business calls. The fourth line is for the fax machine.
4. Will be setting up a Black History Month display for February.
5. One more member has joined the Book Club bringing the total membership to thirty members.
6. Discussion of expanding the Trustee membership total to nine per State Statute. There has been some difficulty with enough members available to make a quorum. Appointments to be discussed at the February 7, 2011 Council Meeting.

Adjourn

Motion to Adjourn: President Maureen Cerasoli

Second: Anna Travers

Respectfully Submitted by Fran Hallowich, Secretary

Minutes Approved at the February 15, 2012 meeting of the Library Board of Trustees.