

Hamilton Township Public Library Board of Trustees
Minutes of the Meeting held November 25, 2019 at 5:00 PM

Members Present: Mr. Santamaria, Ms. DeAngelo, Mr. Kovacs, Mr. Atkin, Mr. Kenny, Ms. Rogers, and Library Director, Mr. Chianese **Absent:** Mr. Gedeika

Review of the minutes from the last meeting of the Board: Approval of the October 28, 2019 minutes were moved by Ms. DeAngelo, seconded by Mr. Kovacs. With two abstentions, the motion was approved.

Consideration of the Treasurer's Report: Approval of the November, 2019 Treasurer's Report was moved by Mr. Kovacs, seconded by Ms. DeAngelo. The motion was approved by all members present.

Consideration of the Bill List: Approval of the November, 2019 Bill List was moved by Mr. Kenny, seconded by Ms. Rogers. The motion was approved by all members present.

Committee Reports:

1. Ms. Rogers will present the Strategic Planning Committees report at the December Board meeting.
2. Ms. D'Angelo collected all Library staff's gift sweater sizes. The sweater logo will be blue. She also stated that she will collect for the socks program.
3. Mr. Santamaria made the changes to the Library Rental Fees policy. Rental fees must be received within **48 hours prior to the** reservation. . . The Library will return fees in full, when notice of a cancellation is given **72 hours** in advance of the scheduled reservation.

Director's Report:

1. Empty heroine wrappers were being placed throughout the Library. Since informing the police of this situation, the problem has been resolved.
2. The 2020 Administrative Calendar was distributed to Board members for approval.
3. Review of RAM IT performance revealed that a 150 work tickets were resolved, 222 Emails were answered, the library was not being overcharged and RAM is very reliable.

3. Board approved \$300 for Thanksgiving Day decorations. Only \$150 was used and request Board's approval to use that amount for the Christmas holiday.

4. Request approval for hiring current part-time employee to a full-time position.

Old Business:

After conferring with the Hamilton Township Attorney, Library has every right to enforce old Library Meeting Room Policy. However, we were advised to proceed with caution in making any future amendments.

New Business:

Mr. Kovacs moved for approval of 2020 Administrative Calendar, seconded by Mr. Kenny. The motion was approved by all members present.

Public Comment: the Board welcomed Marilyn José, Trustee of NJLTA. She advised the Board that some Libraries do not charge for the use of a meeting room. Our Library policy may be criticized for charging for use of a room.

Information and Announcements: The next Board meeting will be December 23, 2019. The meeting was adjourned at 5:40 PM.

The Board moved to Executive Session for personal matters at 5:42PM.

The Board moved back to full session at 5:45 PM to consider Appointment of Full-Time Library Assistant Resolution, Number 19-015 requested as the result of discussions and information in Executive Session.

Ms. D'Angelo moved for approval of resolution 19-015 Appointment of Full-Time Library Assistant, which was seconded by Mr. Kovacs. The motion was approved by all members present. The Full Board ended its meeting at 5:48 PM.

Respectfully submitted,

King Kovacs
Secretary