

**West New York Public Library
Board of Trustees Meeting
Monday; December 5, 2011 Minutes; 6:00-pm**

In Attendance:

*Trustees Rita Alam; Vilma Reyes; Jennifer Rodriguez; John Fauta, Supt. of Schools;
Acting Chair Roland Alum; Mayor's Repr. George Dones; WNY Commissioner Fior Frías;
Library Attny. Herbert Klitzner; Director Weiliang Lai; Ref. Librarian Estela Longo (Actg. Secy)*
Absent: *Barbara Viu.*

Public notice of board meeting was posted, and read at the meeting by Actg. Chair R. Alum.

Mr. Alum informed members that Joseph De Marco, one of the Town's principal Attorneys, was scheduled to attend the meeting to make a presentation to us about parliamentary procedures, but had to excuse himself due to a last minute emergency. He is expected to make his presentation at the next meeting.

PETTY CASH: Ms. Reyes brought up the issue of the amount of petty cash available to the director. She felt that the \$250 approved at the last meeting was too low. The amount of \$500 was voted for, which Dir. Lai appreciated.

NEW BUSINESS: Alum asked Dir. Lai about next year's board meeting schedule. Members were asked to review their schedules for January 2012. The following changes were made: January 2nd meeting to Tuesday, January 3rd; April 2nd meeting to Tuesday, April 10th.

DIRECTOR'S REPORT: Mr. Lai asked for approval of budget reports. He and Board Treasurer Rita Alam reviewed the budget prior to the meeting. Ms. Reyes moved the motion, seconded by Ms. Rodríguez, passed with unanimous vote.

TELEPHONE SYSTEM: At previous meetings, Mr. Alum had asked Dir. Lai about the options to improve the library's telephone system, since as it is presently, it is not possible to transfer calls from Town Hall, and nor within the library itself. The Director reported that Johnston Communications will submit an estimate. The equipment could be updated by AVAYA, the same company that provided services for Town Hall. He estimates a cost of \$8,889.50. Mr. Alum asked if these inquiries could be approved right away. Mr. Klitzner stated they could. At the Board's direction, Mr. Lai will still obtain at least one more quote for comparisons.

WNY COMMISSIONER FRÍAS addressed the members stating that she was pleased with how the ESL and computer classes were progressing. Since the library is a multifaceted facility, these programs are important for the benefit of patrons. She expressed confidence in the board members' work and pledged to support the library, and to make herself available to lend her assistance.

Dir. Lai shared two photos of the ESL class. It was noted that some students in the class spoke only Spanish. Mr. Lai said he would try to find another teacher to teach English on an intermediate level. These sessions could take place at the Senior Center.

Comm. Frías mentioned the plans for a new library building. Much planning and money would be needed, but a new library is a priority. Moving the library to the St Joseph's school building is still one of the options.

RESOLUTION: Mr. Alum reminded members that a resolution of appreciation was still pending for past Board member *Ms. Yesenia Camilo-Núñez*, who had resigned months ago, but whose resolution of gratitude was still missing from the list of the other resolutions acknowledging past service to the Library Board. Mr. Klitzner indicated that he has the pending resolution ready, which was voted for unanimously, and signed by the trustees present.

ADMINISTRATIVE & STAFFING MATTERS: Mr. Alum then raised the issue of the need for a typist for the library. Mr. Fauta mentioned a program at the high school which provides students for work in the community. He said someone would contact Mr. Lai. The library would not incur in any costs.

Building Repairs: Mr. Lai informed members of repairs to a circuit breaker in the meeting room. The repair was done by an electrician. The boiler was also undergoing repairs and maintenance.

NEWSPAPER ADS: Mr. Lai provided the trustees with a list of newspapers for possible library announcements. Mr. Klitzner advised members that two newspapers are required by law to publish the meetings and that it should be done on at least a yearly basis. Klitzner announced that the Town has already officially adopted the *Jersey Journal*, which has a wide circulation county-wide. Alum reminded the trustees that at the previous meeting it had been discussed the need to ensure the participation of a Spanish-print outlet, and he repeated that the *Continental* had already been discussed, together with the *Journal*. Mr. Dones added the information that *Continental* was also officially approved by Town Hall, along with the *Jersey Journal*, which Mr. Klitzner had informed about. A motion to approve the adoption of these two newspapers passed unanimously, moved by Ms. Reyes and seconded by Ms. Alam.

CONTINUING EDUCATION: Three hours a year of continuing education for board members is required by the New Jersey State Library. Mr. Lai suggested members could comply by attending workshops or by logging on to the State Library web site for information and self-study. Dir. Lai clarified that the expected presentation by the Town Attorneys may also count vis-à-vis the continuing education requirement.

CLOSED SESSION: Mr. Alum then asked for a brief closed session to discuss a pending personnel matter, after which the regular session continued.

ELECTIONS: Actg. Chair Alum repeated his declaration that December will be his last meeting as Acting Chair, and that we are to hold elections for officers. He asked Mr. Klitzner to chair the elections process.

Ms. Reyes nominated Mr. Fauta, the WNY Schools Superintendent, and as such, a member of the WNYPL Board, as candidate for the Board chair seat. Ms. Rodriguez seconded the nomination motion. Mr. Fauta accepted the nomination immediately. Members voted favorably unanimously.

Mr. Alum asked Mr. Klitzner for a vice-chair election; but Mr. Klitzner said that there is no need for one, and that there is no history on the library board for a vice-chair.

Mr. Dones asked clarification about the duration of the term for the chair. Mr. Klitzner responded that there is no term constraint.

After the election process was completed, Acting Chair Alum congratulated Chair-elect Fauta; all trustees and staff present joined in congratulating Mr. Fauta.

Alum then asked for a vote for adjournment; all trustees voted for adjournment. The meeting closed at 7PM.

The next meeting will be held at 6pm, on Tuesday, January 3rd [given that Monday, Jan. 2nd is a State Holiday].

Respectfully submitted,

Estela Longo, Reference Librarian/Acting Secretary