

**West New York Public Library
Board of Trustees
Meeting September 26, 2011 Time: 6PM
Minutes**

In Attendance: Rita Alam; Roland Alum, Acting Chair; George Dones, Mayor's Representative; John Fauta, Supt. Of Schools; Herbert Klitzner, Attorney; Weiliang Lai, Director; Estela Longo, Reference Librarian & Acting Secretary; Vilma Reyes; Jennifer Rodriguez; Mayor Felix Roque, M.D.; Barbara Viu.

Acting chair Roland Alum mentioned the public notice of the Library Board meeting which was posted as required.

During roll call, each member related something about themselves to become better acquainted. Director Lai called for old and new business.

The minutes from the previous meeting were tabled as they need to be edited. Mr Klitzner, attorney, will have them ready for the October meeting

New business: Roland proposed a resolution to thank members who resigned from the Library Board for their service. Mr Klitzner will prepare a statement for the next meeting. Two board members resigned: Yesenia Camilo and Maria Calvo.

July expenditures were briefly discussed. Rolando asked Mr Lai to provide information to members prior to each meeting for the purpose of better understanding library operations. Mr Klitzner explained that a lot of the library expenditures are recurring. Mr Lai explained that paper supplies are purchased on a regular basis from a company called The Bag Lady. George Dones asked if Public Works could supply these items (paper towels, toilet paper, etc) and Mr Lai explained they operate as separate departments.

The Library Board approves payments for expenditures, after which the bills with the checks are sent to the Finance Department at Town Hall for review and then paid. The library does not sign the checks.

The State provides funds for the library for general or specific expenditures. This is a separate account. The treasurer of the Library Board reviews the account and is authorized to sign checks from this and the Trustees Account.

At about 6:40PM, Mayor Felix Roque arrived at the meeting for the purpose of swearing in new board members he appointed. Silvio Acosta and a consultant accompanied the mayor. Vilma Reyes, Rita Alam, and Barbara Viu became the newest members.

Mayor Roque then made a few comments regarding the importance of libraries and the contributions he felt the new members would make.

The Director distributed the budget report and announced the state aid and grants were deposited into the Trustees Account. Barbara Viu suggested a review of the budget report to clear up any discrepancies. It was also noted that 2 or 3 board members would need to be authorized to sign checks. John Fauta volunteered to be one of the signatories.

Mr Lai then went on to describe recent repairs and improvements made to the library building. A complete paint job was done over the summer, mostly at night and weekends, to avoid closing the library. Service was not interrupted.

Roland Alum asked how Mr Lai felt about the idea of moving the library to a new location. The plan is to relocate the library and move the Police Department into the library building. The director's response was favorable to the idea. Roland then requested that the director provide board members with prior budget reports, a list of employees, salaries, and benefits, including the library attorney. These are to be emailed to all members. Mr Klitzner explained that library employees are not required to sign contracts and described how the Civil Service system works. Roland brought up the question of staff evaluations. These are not required for professional employees.

The need for another special meeting was discussed. It was decided to have the regular meeting in October.

Commissioner Frias and Mr Lai have worked together to begin offering computer classes in the library. They will be held on Saturdays at 10AM beginning Oct 1st. The rate would be set at \$52 a week. A resolution was made by Roland for this amount to the end of the year. It would be established as an ongoing project. The motion was approved by Jennifer Rodriguez, seconded by John Fauta. The Board members suggested \$10,000 for ESL and computer classes. New computers would be needed for the classes. \$50,000 would be needed for the purchase of 8 new computers. Research is to be done as to whether Windows 7 can be installed in more than one computer and decided upon at a later time. The director told the members he had to pay a clown who was hired to perform for the children out of his personal funds (\$260 for 1 1/2 hours)

George Dones asked John Fauta to look into hiring people from West New York to teach ESL classes at \$23 per hour, even if they were not certified as ESL teachers. He will report his findings at the next meeting.

A motion to adjourn was made at 7:40PM by John Fauta; seconded by all.

Respectfully submitted,

Estela Longo, Reference Librarian