



# Town of Dover

## Free Public Library

32 East Clinton Street  
Dover, New Jersey 07801  
Phone: 973-366-0172  
Fax: 973-366-0175  
URL: <http://www.dfpl.org>  
E-mail: [library@dfpl.org](mailto:library@dfpl.org)

Board of Trustees of the Dover Free Public Library  
Minutes of the Regular Meeting, November 3, 2011

### Regular Monthly Meeting:

Board President Alan Bocchino called the November 3, 2011, meeting of the Board of Trustees to order .

**Roll Call:** Present: Irene Hansen, Carolyn Bishop, Krista Seanor, Alan Bocchino, Helen Pennella, Sherry Lenox

Also Present: Rob Tambini, Library Director

Absent: Carole Walker, Heather Carlton, Dover School's representative and Frank Poulas, Mayor's representative

- **Treasurer's Report:** CD \$59,605.72
- Sovereign Money Market Account \$8,144.76
- Sovereign Account \$3,441.76 (checking)
- TD Account closed. All library monies are now in Sovereign Bank
- Transfer from money market account to checking is possible in case of emergency. We need to know who will be making the transfer.

Treasurer's Report was approved by Carolyn Bishop and seconded by Irene Hansen.

### Director's Report

**This report was submitted by e-mail prior to the meeting.**

- New System is going well.

### Old Business:

- Will set up an appointment with Bill Close. We need a clarification of our group insurance.
- Test kits will be set for mold and will be checked in 48 hours. They will be sent away for \$40.00 each

### New Business:

- A committee will talk with Bill Close about the finances of the library. We need clarification of the group insurance ( this is the health benefits for our employees. ) Krista Seanor, Irene Hansen and Alan Bocchino will be the committee.
- Town now makes the final decision on salaries, using library money.
- Library never signed a union agreement.
- Krista attended How to Be a Trustee meeting. This meeting was chaired by a lawyer named Michael Sceron, who specialized in Library law. These are some of the things she shared with us:
  - By-laws should be reviewed once a year
  - Sunshine law must announce all meetings. No decisions should be made by e-mail
  - Law stated that if you miss four consecutive meetings, you can be removed from the board ( Our by-laws state three meetings.)
- A committee has been chosen to review the by-laws ( Krista, Sherry, and Natalie)
- Rob announced that he is resigning as of November 25<sup>th</sup>. The board wishes him well.
- The director's position is a Civil Service position.
- Job description will include a salary of \$62,000 with a return date of December 15<sup>th</sup>.
- A Committee will be formed to review the resumé's

#### **ACTION IDEAS**

- Alan with his committee will meet with Bill Close to discuss finances.
- Director's position will be posted. A hiring committee will be chosen at the next Board meeting to review resumé's.

#### **Approval of Bills and Checks:**

Motion to approve by Carolyn Bishop and seconded by Helen Pennella

#### **Meeting Adjournment:**

Motion to adjourn by Irene Hansen and seconded by Helen Pennella

Submitted by Carole Walker, Board Secretary

Revised by Alan Bocchino, Board President

Next Library Meeting, December 8, 2011