



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

Board of Trustees of the Dover Free Public Library

Minutes of the Regular Meeting, December 8, 2011

Board President Alan Bocchino called the December 8, 2011, meeting of the Board of Trustees to order at 7:03 PM.

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

Also Present: Natalie Riggs, Supr. Library Assistant

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

- Treasurer's Report:
- CD \$59,637.57
- Sovereign Money Market Account \$8,145.73
- Sovereign Checking Account \$2,816.94

Treasurer's Report was approved by Carolyn Bishop and seconded by Helen Pennella.

Director's Report

- No Director's report.

Old Business:

- Natalie Riggs will check the whereabouts of the mold test kits. Once located, they will be set out.
- Mold test kits will be set to check for mold and will be collected in 48 hours. They will be sent away for \$40.00 each.
- Resolutions were necessary to hand over responsibilities left vacant by the resignation of the former Director.
 - Change in administrative log-on to delete former Director and add Natalie Riggs. Natalie will have first approval of expenditures. Motion by Carolyn Bishop, seconded by Sherry Lenox
 - Natalie Riggs and Victoria Forgiome will have their own separate logins.

- Request the town to apply the sum of \$8,040 to the outstanding balance on the loan for the new boiler installed in 2010. Motion by Helen Pennella, seconded by Carol Walker.
- Cell phone and laptop from former Director to be returned to the town. Motion by Sherry Lenox, seconded by Helen Pennella.
- Remove former Director from the town's Edmond's system. Motion by Alan Bocchino, seconded by Carol Walker.
- Transfer all funds remaining in the Director's salary line to operating expenses. Motion by Carolyn Bishop, seconded by Sherry Lenox.
- A resolution must be written to raise Natalie Riggs' salary and make it retroactive to the beginning of 2011. Motion by Helen Pennella, seconded by Sherry Lenox.
- The Board discussed administrative issues as discussed at the meeting with William Close, Town Administrator, and Kelly Toohey Town CFO.

At this point of the meeting, the Board went into a closed session to discuss personnel issues and salary issues. Motion to go into closed session made by Alan Bocchino, seconded by Carol Walker.

At the close of the session, motion to reopen meeting was made by Carolyn Bishop, seconded by Sherry Lenox.

New Business:

- A hiring committee has been chosen to interview candidates for the Director position.
 - Committee will consist of Krista Seanor, Irene Hansen, Carol Walker, and Alan Bocchino.
 - All Board members will get copies of resumes for their comments
- Paperwork for bonding Board officers will be completed in the new year.
- The 2012 Library Holiday calendar will follow the town calendar. Motion made by Alan Bocchino, seconded by Irene Hansen.

Approval of Bills and Checks:

Motion to approve by Carolyn Bishop, seconded by Sherry Lenox.

Meeting Adjournment:

Meeting adjourned at 9:03 PM.

Motion to adjourn by Irene Hansen, seconded by Helen Pennella

Submitted by Irene Hansen for Board Secretary
Next Library Meeting, January 12, 2012 at 7PM.