

Bogota Public Library  
Board of Trustees  
Minutes  
February 11, 2019

The meeting was called to order in compliance with the State of New Jersey Open Public Meetings Act; Chapter 231 P.L. 1975 by Vice President Mary Komorowski at 7:05 p.m.

Present		Absent	Other(s) Present
Mary Komorowski	Eileen Karpoff	Elizabeth Wiemer	Chelsea Dodd Coleman, Library Director
Carmen Diaz		Kathy Gates Ferris Mayor's Rep.	
Art Koningsberg		Eileen Lewis, Superintendent's Rep	
Joanne Cursinella			

**Announcement**

Betty Wiemer is currently out on medical leave and will miss a number of meetings.

**Minutes**

Carmen Diaz moved to accept the minutes of the January meeting. Art Koningsberg seconded the motion which was passed by a voice vote.

**Correspondence**

Trustees received a thank you note from Faith Samples-Smart for the gift that they sent upon her move to North Carolina.

**Financial Report**

The balance of the capital account was \$63,900.80 and the balance of the general account was \$69,967.53 as of January 31, 2019.

Eileen Karpoff moved that the bills, in the amount of \$6,251.73, be paid from the general account. Carmen Diaz seconded and the motion was passed by a voice vote.

**Director's Report**

The report was filed in writing.

**Mayor's Report—none**

**Superintendent's Report—none**

**Old Business**

1. Envisionware Print Management—system is up and running. Based on the director's report, Eileen Karpoff moved that the library contract with Municipal Capital for a second coin machine as well as an upgraded copier for \$150 per month in order to allow patrons to handle their own print-release and lessen cash handling at the desk. Carmen Diaz seconded and the motion was approved by a voice vote.

2. **Capital Funds CD**—Chelsea Dodd Coleman reported that Bogota S&L is offering a 20 month CD at 2.85% and a 10 month CD at 2.65% By consensus, Trustees agreed to wait to make this decision.

#### **New Business**

1. **Annual Report**—was reviewed
2. **Staff Performance Evaluation Forms**—were distributed and Trustees were asked to be prepared to discuss the forms and the kinds of questions they would like to see on a form used to evaluate the performance of the library director.

#### **Adjournment**

Art Koningsberg moved the adjournment of the meeting at 7:45. Carmen Diaz seconded the motion which was passed unanimously by voice vote.

#### **Next Meeting**

Monday, March 11, 2019 at 7:00 p.m.

Submitted by Eileen Mackesy-Karpoff