

**MINUTES OF THE BOARD OF TRUSTEES
OF THE CLARK PUBLIC LIBRARY
TUESDAY, December 14, 2021
7:30 PM CLARK PUBLIC LIBRARY**

I. OPEN PUBLIC MEETING

The meeting was called to order by Cynthia Seng at 7:30 PM in accordance with the Open Public Meeting Act NJSA 10:46 et seq.

II. ROLL CALL

Trustees present were: Angel Albanese, Lisa Dunn, Kathy Palella, Cynthia Seng, Donna Roglieri, Karen DeMarco, Carla Wagner and Leila Molaie (via Zoom)

Also in attendance Director Megan Kociolek.

III. PLEDGE OF ALLEGIANCE – MOMENT OF SILENCE

IV. APPROVAL OF MINUTES

RES.2021.51

- A. BE IT RESOLVED** that the Board of Trustees of the Clark Public Library approves the **minutes of the November 9, 2021 meeting** as distributed to all members.

Upon motion by Carla Wagner and seconded by Karen DeMarco this motion was unanimously approved.

V. COMMUNICATIONS

The teen and café areas of the library will have new furniture to be delivered this month.

VI. DIRECTOR'S REPORT

There was a mistake in Quick Books and one account was not included. The library staff is working on the problem with Quick Books and it will hopefully be rectified quickly. The library is getting the construction bond grant in the amount of \$228,750.00. The library received a grant for a portion of the cost for a customer service in-service training session for the staff.

VII. PRESIDENT'S REPORT ~ N/A

VIII. COMMITTEE REPORTS

A policy committee meeting will be scheduled in January for Carla, Karen and Leila to meet with Megan.

IX. FRIENDS REPORT

The Friends group is working on a spring vendor sale.

X. OLD BUSINESS ~ N/A

XI. NEW BUSINESS

A. APPROVAL OF BILLS

RES.2021.52

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the bill list in the amount of **\$33,348.83**.

Upon motion by Karen DeMarco and seconded by Lisa Dunn this resolution was unanimously approved by roll call vote.

B. APPROVAL TO OPEN AT 1PM on 1/12 (1/19 SNOW DATE) FOR STAFF TRAINING

RES.2021.53

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **late opening on January 12, 2022 (or January 19)**.

Upon motion by Carla Wagner and seconded by Kathy Palella this resolution was unanimously approved.

C. APPROVAL OF 2021 HOLIDAY SCHEDULE

RES.2021.54

January 1, 2022	Saturday	New Year's Day*
January 17, 2022	Monday	Martin Luther King Jr*
February 12, 2022	Friday	Lincoln's Birthday***
February 21, 2022	Monday	Presidents Day*
April 15, 2022	Friday	Good Friday*
April 17, 2022	Sunday	Easter Sunday
May 28, 2022	Saturday	Memorial Day Weekend
May 29, 2022	Sunday	Memorial Day Weekend
May 30, 2022	Monday	Memorial Day*
July 4, 2022 Day Observed*	Monday	Independence
September 3, 2022	Saturday	Labor Day Weekend
September 4, 2022	Sunday	Labor Day Weekend
September 5, 2022	Monday	Labor Day*
October 10, 2022	Monday	Columbus Day*
November 11, 2022	Friday	Veteran's Day*
November 24, 2022	Thursday	Thanksgiving*
November 25, 2022	Friday	Day after Thanksgiving*
December 24, 2022	Saturday	Christmas Weekend

December 25, 2022	Sunday	Christmas Weekend
December 26, 2022	Monday	
Christmas Day Observed*		

*reflects a paid holiday

***reflects floating holiday in exchange for Lincoln's birthday, employee's choice of day

Additional Early Closings

November 23, 2022	Wednesday	Close at 1:00 PM	
December 31, 2022	Saturday		Close at 1:00 PM

Sunday hours are suspended for the summer as of May 1, 2022
 Sunday hours resume September 11, 2022 (1st Sunday after Labor Day)

2023

January 1, 2023	Sunday	New Year's Day	
January 2, 2023	Monday		New Year's Day Observed*

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **2022 and 2023 Holiday Schedule**.

Upon motion by Karen DeMarco and seconded by Angel Albanese this resolution was unanimously approved.

**D. APPROVAL OF BOARD OF TRUSTEE MEETING DATES
 RES.2021.55**

Tuesday	January 25, 2022	
Tuesday		February 8, 2022
Tuesday	March 8, 2022	
Tuesday	April 12, 2022	
Tuesday	May 10, 2022	
Tuesday	June 14, 2022	
Tuesday	July 12, 2022	
Tuesday	August 9, 2022	
Tuesday	September 13, 2022	
Tuesday	October 11, 2022	
Tuesday	November 15, 2022	
Tuesday	December 13, 2022	
Tuesday	January 10, 2023	

All meetings begin at 7:30 PM and take place in the Board Room at the Clark Public Library. Meeting dates/times are subject to change.

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **2022 Board of Trustees meeting dates**.

Upon motion by Lisa Dunn and seconded by Kathy Palella this motion was unanimously approved.

Upon motion by Cynthia Seng and seconded by Angel Albanese the Board of Trustees moved into private session at 7:58 PM to discuss personnel matters.

Upon motion by Karen DeMarco and seconded by Lisa Dunn the Board of Trustees returned to public session at 8:07 PM.

**E. APPROVAL OF STEP INCREMENT AND SALARY INCREASES
RES.2021.56**

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves a \$500.00 step increment and a 2.5% salary increase for Director Megan Kociolek and a \$0.13 per hour step increment and a 2.5% salary increase for Administrator Charlene Hayden.

Upon motion by Angel Albanese and seconded by Lisa Dunn this motion was unanimously approved by roll call vote.

F. APPROVAL TO MOVE JANUARY'S MEETING TO JANUARY 25, 2022 RES.2021.57

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **next board meeting to occur on January 25, 2022 at 7 PM.**

Upon motion by Donna Roglieri and seconded by Cynthia Seng this motion was unanimously approved.

XII. PUBLIC PARTICIPATION

As per Board Resolution 92-24 passed June 10, 1992, a member of the public will be limited to one five minute period and that the number of periods available to a single individual is limited to two five minute sessions at the discretion of the chair.

XIII. NOTICE OF NEXT BOARD MEETING

The reorganization meeting of The Board of Trustees of the Clark Public Library is to take place on January 25, 2022 at 7:00 PM at the Clark Public Library with the regular meeting of the Board of Trustees of the Clark Public Library immediately following.

XIV. ADJOURNMENT

Upon motion by Angel Albanese and seconded by Karen DeMarco the meeting was adjourned at 8:10 PM by Cynthia Seng.

Respectfully Submitted: Donna Roglieri