

ROCKAWAY BOROUGH FREE PUBLIC LIBRARY

Approved Minutes
Board of Trustees Meeting
March 20, 2013

MEETING CALLED TO ORDER: 7:35 PM

NOTICE OF EMERGENCY EXITS ANNOUNCED: 7:35 PM

ATTENDANCE: Director Edna Puleo, Judy O'Hara, Joyce Kanigel, Linda Kanapaux, Carolyn Lanigan, Rosalie Marmara, Henry Wagner.

ABSENT: Phyllis Alpaugh

PUBLIC PORTION OF MEETING: No Public.

MINUTES: Motion made by Judy O'Hara to approve the minutes from the meeting of 2 /20/13 and seconded by Linda Kanapaux.

TREASURER'S REPORT: Motion made by Judy O'Hara to approve the Treasurer's Report and seconded by Rosalie Marmara.

DIRECTOR'S REPORT:

-Building & Grounds: Edna still waiting for quotes for bathroom facelift. DPW has removed old electronics, misc. junk from third floor. Waiting for DPW to remove old third floor shelving and to assess parking lot tree safety.

-Budget & Finance: Waiting to hear from town about 2013 budget. State Aid Application form and State Aid Report form have been filed.

-Museum & History: Joyce and Edna met with Margaret Hickey of Connolly & Hickey Historical Architects, LLC, who made a preliminary proposal for a historic preservation plan in preparation for applying for Morris County Historic Preservation Grant.

-The grant process begins with applying for a Historic Preservation Planning Grant.

-If application is successful, the board must provide 20% in matching funds.

-The Board will investigate possible sources of matching funds:

Establish a capital expense plan and reserve funds.

Treasurer will investigate more aggressive investment strategy for cash management fund.

Other grants.

-Joyce will be making a presentation to the Town Council on the Historic Preservation Grant process at the Council meeting - Community Center on Thursday 3/28/13 at 7:30 PM.

Judy O'Hara made a motion to move forward with Connolly & Hickey, Historical Architects, LLC to prepare a historic preservation plan as a first step in applying for a Historic Preservation Grant. The motion was seconded by Rosalie Marmara, and was approved unanimously.

-Museum & History (cont.): Joyce reported that State Historical Grant has been extended for one year (through 2014) to allow additional time for scanning Halsey and Jenkins papers and images. Mini-Grant application will be postponed until completion of State Grant.

-Misc.: Edna and Sheila Seifert met with Vanguard Cleaning Company to address problems with alarm during weekend cleaning.

Motion made by Judy O'Hara to approve the Director's Report, and seconded by Linda Kanapaux.

COMMUNICATIONS: None

POLICIES AND PROCEDURES: Updated Emergency Management Plan was distributed to the Board.

NEW BUSINESS: Morris County Historic Preservation Grant – see Director's Report, Museum & History.

UNFINISHED BUSINESS: Linda Kanapaux will look into purchasing rugs for the museum room. Joyce will look into purchasing plaques for the museum room.

Motion to adjourn made by Judy O'Hara and seconded by Henry Wagner.

MEETING ADJOURNED: 8:55 PM.

Respectfully Submitted,

Carolyn Lanigan