

**PARAMUS PUBLIC LIBRARY**

Minutes of the Reorganization Meeting of the Board of Trustees  
Of the Paramus Public Library held Via Zoom  
January 26, 2021

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President Ralph called the meeting to order at 2:03pm.

This is a regularly scheduled public meeting of the Paramus Public Library Board of Trustees and notice thereof has been given by the following:

- A. In the notice sent through Constant Contact on January 22, 2021
- B. Posting of a copy of the Agenda on the bulletin boards at the Main and Charles E. Reid Branch Libraries.
- C. Filing a copy of the Agenda in the library business office.

**ROLL CALL**

Present: Trustees Ralph, M. Caminiti, I. Caminiti, Lagana, Hook, Hulse, Dorgan  
Also present: Leonard LoPinto, Director  
Lorna Petouvis, Assistant to the Director/Admin.  
Janice Hill, Assistant to the Director/Finance

**REORGANIZATION**

- A. Appointment of a Temporary Convener  
Mrs. Ralph appointed Leonard LoPinto, Director as temporary convener.

- B. ELECTION OF OFFICERS

- 1. PRESIDENT  
Mr. LoPinto opened nominations for President of the Board.

Nominated by: M. Caminiti  
Seconded by: I. Caminiti

BETTY RALPH

There being no further nominations, Lorna Petouvis, Assistant to the Director/Administration, was instructed to cast a unanimous ballot for Betty Ralph as President.

The temporary convener, Mr. LoPinto, then turned the remaining election of officers over to President Ralph.

2. VICE-PRESIDENT

Betty Ralph opened the nominations for Vice-President.

Nominated by: M. Caminiti

Seconded by: C. Hulse

ADELE HOOK

There being no further nominations, Lorna Petouvis, Assistant to the Director/Administration, was instructed to cast a unanimous ballot for Adele Hook as Vice- President.

3. SECRETARY

Betty Ralph opened the nominations for Secretary.

Nominated by: J. Lagana

Seconded by: A. Hook

ISABEL CAMINITI

There being no further nominations, Lorna Petouvis, Assistant to the Director/Administration was instructed to cast a unanimous ballot for Isabel Caminiti as Secretary.

4. TREASURER

Betty Ralph opened the nominations for Treasurer.

Nominated by: A. Hook

Seconded by: J. Lagana

MADELINE CAMINITI

There being no further nominations, Lorna Petouvis, Assistant to the Director/Administrator was instructed to cast a unanimous ballot for Madeline Caminiti as Treasurer.

C. Establishment of STANDING COMMITTEES for 2021

BUILDING AND GROUNDS

Chair Adele Hook  
Members Madeline Caminiti  
Betty Ralph

COMMUNITY RELATIONS

Chair Darlene Dorgan  
Members Isabel Caminiti  
Cynthia Hulse

FINANCE AND BUDGET

Chair Cynthia Hulse  
Members Madeline Caminiti  
Adele Hook  
Betty Ralph

NOMINATING

Chair Adele Hook  
Member Jamie Lagana

PERSONNEL

Chair Jamie Lagana  
Members Isabel Caminiti  
Darlene Dorgan

AD HOC COMMITTEE FOR POLICIES

Chair Betty Ralph  
Member Adele Hook

Mrs. Ralph asked the board to advise her if they would like to change committees or be appointed to a committee.

Consent items D-G. and I-K

- D. Appointment of Auditor  
Steven Wielkotz – Wielkotz & Company LLC as the Auditor for the Library for 2021.
- E. Appointment of Attorney of Record  
L. Scott Berkoben P.A. as the Attorney of Record for the Library for 2021.
- F. Designation of Depositories  
Valley National Bank and the State of New Jersey Cash Management Fund as Depositories for the Library for 2021.

- G. Petty Cash  
Approval of petty cash fund in the amount of \$1,000.00. – 2021.
- H. Director’s Discretionary Account – RESOLUTION  
It was MOVED BY: I. Caminiti                      Seconded by: M. Caminiti  
To adopt a resolution approving an increase in the Director’s Discretionary fund from \$1,500.00 to \$2,000.00 – 2021.  
Unanimously approved by roll call vote. (Resolution attached to file copy)
- I. Debit Card  
Approval of the debit card fund in the amount of \$1,500.00. – 2021.
- J. Change Funds  
Allocation of \$155.00 for the change fund - Circulation desk. – 2021.  
Allocation of \$57.00 for the change fund – Administration office. – 2021.
- K. Mileage Allowance  
Authorize adjustments to the mileage allowance according to guidelines set forth by the IRS for 2021.

After discussion:

It was MOVED BY: A. Hook                      Seconded by: M. Caminiti

To approve consent items D through G and I through K  
Unanimously approved by roll call vote.

- L. Board Meeting Dates – 2021  
Approved as presented
- M. Board of Trustees Address List – 2021  
Approved as presented

APPROVAL OF MINUTES

Approval of the Minutes of November 30, 2020  
Approval of the Minutes of the Special Meeting of January 14, 2021

It was MOVED BY: A. Hook                      Seconded by: M. Caminiti

To accept the Minutes of November 30, 2020 as presented.  
To accept the Minutes of the Special Meeting of January 14, 2021 as presented.  
Unanimously approved.

PUBLIC PARTICIPATION– No Public Present.

DIRECTOR'S REPORT – Leonard LoPinto

A. Personnel Actions – December 2020

Personnel Actions – January 2021

After discussion:

It was MOVED BY: J. Lagana

Seconded by: C. Hulse

To approve the Personnel Actions – December 2020 and January 2021 as presented.

Unanimously approved by roll call vote..

- B. Staff Newsletter – January 25, 2021 – Received as presented – Mr. LoPinto noted the January Staff Newsletter serves as an annual report of what was accomplished throughout the year. He and Mrs. Ralph commended the staff on their outstanding accomplishments in 2020. Mrs. Ralph asked Mr. LoPinto to express the board's thanks to the staff.

C. DIRECTOR'S REPORT\* – JANUARY, 2021

\*Mr. LoPinto reviewed his written report:

- Services the library provided during the period it was closed due to the pandemic, the services it is currently providing, and what was provided to our schools and business community.
- Goals and Objectives achieved in 2020 and the library's goals for 2021. Some of which are:
  - The primary goal is to continue to provide library services safely.
  - Planning for post pandemic
  - Expanding the World Languages collection
  - Reach out to the business community
  - Work on Children's Room addition
  - Continue to give the best possible service
- Len expressed his disappointment in some of BCCLS future plans. He will be meeting with other directors to discuss.

Mrs. Ralph commended Mr. LoPinto on the work he and the staff have done.

Mr. LoPinto thanked the library trustees for their ongoing cooperation in making Paramus a great library. He also thanked the Friends of the Library for helping the library to reach its goals.





1/28/21