

MINUTES OF THE MEETING – November 14, 2012

**THE BOARD OF TRUSTEES OF THE
LOUIS BAY 2ND LIBRARY**

1. President Linda Missonellie called the November 14, 2012 meeting to order at approximately 5:05 pm. The Sunshine notice was read.

2. **ROLL CALL**

The following trustees were present:

<i>Trustee</i>	<i>Present</i>	<i>Absent</i>	<i>Notes</i>
Sharon Abbood (3/2012)		X	
E. Vicki Arians (12/2014)		X	
Richard Goldberg, Mayor (n/a)	X		
Joseph Metzler (12/2016)	X		
Linda Missonellie, President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)		X	
Jean Mele (12/2012)	X		
Terry Segro (12/2012)	X		Arrived 5:15pm
Garry Sinning, Council Liaison (12/2012)	X		Arrived 5:15pm
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O’Dowd, Director	X		

3. **APPROVAL OF MINUTES**

The October Minutes were approved 5-0 on a motion by J. Metzler, seconded by J. Mele.

4. **COMMUNICATIONS** – None

5. **FINANCIAL REPORTS / BILL LIST** – There was a question and confirmation that the Borough would be reimbursing the Library for expenses associated with the Santa Parade. The bill list was approved 5-0 on a motion by J. Metzler, seconded by Dr. R. Spiriot.

6. **DIRECTOR’S REPORT / COMMITTEE REPORTS**

- a. Communications- None.
- b. Buildings/Grounds – Capital Account Resolution 2012-16 in the amount of \$1528.00 to replace older security computer unit which was damaged in the Hurricane Sandy Storm. Motion by R. Goldberg and second by J. Mele passed 5-0. Costs associated with retrofitting the existing projector to the ceiling were too high. Other options will be investigated. Kathie thanked Joe Metzler for removing the leaves from the roof prior to the storm and removing the metal shelves from the basement. The Mayor thanked the Library for serving the community as a shelter during the storm.
- c. Finance/Budget: The committee will meet November 28 at 2:30 at Borough Hall to finalize the 2013 Budget request. The Library would like the Borough to replace the roof in the areas of the building not addressed last year, and repave the parking lot in 2013.

- d. Technology: Kathie thanked the board for allowing the staff for ½ day for staff training on Polaris.
- e. Policies: Kathie recommended Notary fees be increased to \$1 per stamp for residents, \$2 per stamp for non-residents. The Patron Behavior policy was updated in response to a patron complaint to include bodily hygiene offenses on a motion by R. Goldberg, second b T. Segro. Motion carried 6-0.
- f. Community Relations: Santa Parade is Friday 11/30. There will be a 100th Anniversary planning meeting on 12/4 at 2pm. Kathie and Lillian Brightly continue to visit the High School, and will give Library Card lessons to Life Skills students. The Borough would like to sponsor a Senior Citizen event in January.
- g. Personnel: Evaluations are almost completed. Interviewing is almost complete for a new Children's Department Page.
- h. Nominating: None
- i. Negotiations: None

7. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** - None

8. **OLD BUSINESS** – None

9. **NEW BUSINESS** – None

10. **PERSONNEL**

Library Counsel Jim Prusinowski stated that RICE notices had been sent to several employees. One asked for the ILL position to be discussed in public. Regarding other notices which effects two employees, one asked for private session, one asked for public session. In that case, the hearing on the two interrelated positions must be held in private.

The Library Director recommended the elimination of the ILL position effective November 30, 2012 as a result of the unmediated circulation system, elimination of previously mediated application and increased efficiencies. She stated her recommendation was not based on the individual's performance but was solely because the ILL position will not be needed.

PUBLIC COMMENT – Kathie recommended elimination of ILL position as a result of new unmediated circulation system, elimination of previous mediated application, and increased efficiencies.

Marilyn Rees – 64 Mountain Ave, Hawthorne, NJ - Head of Circulation. Spoke to indicated several other aspects of Demand Management will continue, including Packing/Unpacking, necessity to have Circulation Desk backup, increased demand on staff to have to use card in new system for scanning and checking out ILL items.

Lisa Arroyo – 1141 Woody Ave, Union, NJ – Daughter of Alice Siletti. Indicated Ms. Siletti has been a loyal library employee for 17 years with a vested interest in the community. She communicated that she felt this should have been discussed with Alice. She stated the job would not be going away and asked who would be performing the ILL duties in the future.

Dave Robertson – 121 Cornell Ave, Hawthorne, NJ – As a former library director, stated that his library was able to automate without cutting any positions.

Karen Siletti – 311 Van Winkle Ave, Hawthorne, NJ – Daughter of Alice Siletti, stated that all the participants at the meeting live , spend money and vote in town. She noted that Alice runs a book club, is multi-talented and capable of learning new skills.

Glenn Rees – 64 Mountain Ave, Hawthorne, NJ. Asked what the recommendation was with regards to the employee in this position recommended for elimination.

Barbara Schreider – Highland Lakes, NJ – Daughter of Alice Siletti – Asked how many people in other positions had recently been hired by the library.

Juan Arroyo - 1141 Woody Ave, Union, NJ - Son-in-Law of Alice Siletti – Asked what the qualifications were of the Library Director, Ms. O’Dowd.

Corey Markezie, 71 Washington Ave, Hawthorne, NJ – Spoke in support of the importance of Ms. Siletti’s monthly Book Club.

A discussion ensued regarding the Rice Notification process.

Mayor Goldberg – no notes

Kathy Lehmann – no notes

Janice Judge – Questioned why her administrative assistance position could not be discussed in public as requested. Jim Prusinowski explained that the case law related to this situation requires that when any one employee involved in a consolidated recommendation that a request for private session supersedes any other requests for public discussion.

Beverly Van Pamel, Hawthorne, NJ – questions why the rice notification process was not explained ot Ms. Judge when she completed the rice notice requesting a public hearing.

Lorraine Vandervelde, Hawthorne, NJ – asked how long Ms. Judge has to wait to know the board’s decision.

Mary Lou Frankle, 5 Glen Court, Hawthorne, NJ – asked how many Rice notices had been issued.

Jany Ace-Bosgra, Hawthorne, NJ – questioned how Ms. Judge could know her position would be bound to another.

Mrs. Judge pleaded her case stating that her evaluations have always been good, that she has been very flexible in serving five library directors during her employment.

Mayor Richard Goldberg thanked everyone for coming, stating that he had to leave to attend another meeting and would not be involved in the Board’s deliberations. He expresses confidence that the board would do what is best for the Library.

Kathleen Lehmann, Head of Reference, stated that she has worked for the library for 25 years and vouched for Ms. Judge as an outstanding employee.

11. **PRIVATE SESSION** – Mayor Goldberg left the meeting. J. Mele made a motion, seconded by T. Segro to go into private session to discuss matters of personnel. The motion carried at 6:30pm.

The board deliberated over the need for the Administrative Assistant/Bookkeeper positions. Mayor Goldberg returned at 7:05pm.

The consensus was to eliminate the bookkeeper position and create a new full time Business Manager position effective 12/3/12. The Library Director would shift certain duties from the Administrative Assistant position to the new Business Manager position. Ms. O’Dowd was directed by the Board to meet with Ms. Judge to inform her that a final decision regarding the future of the Administrative Assistant position was not made and that it was still under consideration for elimination or possibly cutting to part-time. In addition, the Director was to work with Ms. Judge to determine if there were other duties that might be assigned to the Administrative Position in the future.

The meeting was reopened to the public at 7:40pm on a motion by J. Metzler and second by J. Mele.

A motion was made by R. Goldberg and seconded by R. Spirito to eliminate the ILL position effective 11/30/12, and to reassign Alice Sileti to other duties as needed. Motion passed by all.

A motion was made by R. Goldberg and seconded by J. Mele to eliminate the Bookkeeper position effective 11/30/12. Motion passed by all.

A motion was made by R. Goldberg and seconded by J. Metzler to create a new Full Time Business Manager position. Certain Administrative Assistant duties and Bookkeeper duties would be transferred to the Business Manager position. Motion passed by all.

12. **ADJOURNMENT** – Motion to adjourn made by R. Spirito, seconded by J. Metzler

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LOUIS BAY 2ND LIBRARY
PRIVATE SESSION**