

## MINUTES OF THE MEETING – June 12, 2013

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

1. President Linda Missonellie called the June 12, 2013 meeting to order at 5:00pm. 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 (3/2017)	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		Arrived at 5:05 pm
Jean Mele (12/2017)	X		
Terry Segro (12/2017)	X		Arrived at 5:10 pm
Garry Sinning, Council Liaison (12/2012)		X	
Dr. Richard A. Spirito, Vice- President (12/2015)		X	
Kathie O'Dowd, Director(n/a)	X		

3. APPROVAL OF MINUTES
  - a. The May 8, 2013 minutes were approved 6-0 on a motion by R. Goldberg, seconded by J. Mele.
4. COMMUNICATIONS
  - a. K. O'Dowd reported the HCLF mailing has received \$1350 to date.
5. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. The Bill list was approved 8-0 on a motion by S. Abbood, seconded by V. Arians.
6. DIRECTOR'S REPORT / COMMITTEE REPORTS

#### Buildings/Grounds –

- a. Bench Update: Bench will be delivered on Friday, 6/14 for installation/ceremony on Saturday, 6/15.
- b. Building: Harry Gordon replaced ceiling tiles and Joe Metzler made a lot of improvements throughout building; SLAP members came in on 5/17.
- c. Rain Garden Update: Original location did not collect enough rain so rain garden site has moved to outside the meeting room doors facing parking lot.
- d. A committee meeting was scheduled to discuss the energy audit.
- e. The Library was recently inspected by the JIF. The fire panel communication issue was known and has been resolved.

#### Technology

- a. K. O'Dowd is moving forward with the purchase of the print management software LPT1.

- b. Cablevision upgraded internet speed with a new modem to "Blast"; Andres added another booster for the WiFi, strengthening the signal in weak areas like the computer lab.
- c. Security camera in lobby will be relocated.

#### Policies

- a. Effective July, 1 2013 the membership fee for Prospect Park cards will increase to \$150 as per the three year contract.

#### Community PR and Outreach

- a. Coordination with local schools in preparation for this year's summer reading is in process.

#### Personnel/Professional Development

- a. Mauro, our Reference and IT Librarian, attended a seminar on how to start a local history digital collection and will share information with the Historical Society.
- b. Employees attended this year's NJLA conference and brought back valuable information and ideas for the library.

#### Circulation

- a. Circulation has decreased consortium-wide, an average of 5.5%, a possible side effect of the removal of VHS tapes from the catalog and the unmediated loan process in Polaris. Hawthorne circulation numbers YTD are only down 0.9%. May numbers show a slight increase, due in part to the weeding project.

#### 7. MONTHLY ROOM APPLICATIONS

- a. Application for a Skate Park program over the summer for teens was denied for liability and safety concerns. Mayor suggested Mr. Wolfe contact the Board of Recreation with the program idea.
- b. The Application for the Geneology Club's Christmas party was approved on the condition that the group rent the room and open the event to the public. Consensus was that hosting social events was an inappropriate use of the Library's space and exclusive meetings/events are inconsistent with the Library's meeting room policy.

#### 8. OLD BUSINESS

- a. RFP Update: The Library was not chosen for the SWAT grant but K. O'Dowd sent out an RFP to a group of Library designers, architects and interior planners with a deadline of June 26, 2013. The Strategic Planning Committee will meet on June 28 to review the applications.

#### 9. NEW BUSINESS

- a. Mayor recognized the library's role in assisting police efforts during the incident on Grand Avenue, Monday, June 10, and thanked the staff for being instrumental in resolving the problem.
- b. R. Mooney thanked the Director K. O'Dowd and Board members for making his experience on the Board a pleasant one. This was his last meeting before his retirement.

#### 10. PUBLIC COMMENT

- 1) Jayne Ace-Bosgra spoke on behalf of the Friends of the Library and inquired about proceeding with the electronic sign. The Friends will cover the cost of the sign and the Library is responsible

for installation. J. Metzler has already consulted with the building inspector. The Mayor advised to take out a permit, even though the Library is a public building.

- 2) Jayne Ace- Bosgra also spoke on behalf of the Democrats in reference to the raised planting bed in the front of the building. The group would like to sponsor the flower bed with ongoing maintenance and purchase of plants. The Board agreed to recognize the group in the monthly newsletter and on the website after denying request for plaque or banner. The Board would like to make another area on the property available to the Garden Club for planting/maintaining. The group was advised that no signage or banner would be allowed and all recognition and press releases would be handled by the library.

Public Comment portion of the meeting was closed at 6:10 pm.

11. PRIVATE SESSION

- a. At 6:15 pm the Board went into Private Session to discuss personnel and negotiations on a 7-0 vote. Motion by V. Arians, seconded by S. Abbood.
- b. Public Meeting was reopened to the public at 6:25pm on a motion by J. Mele, seconded by J. Metzler, vote of 7-0.

12. ADJOURNMENT – The meeting was adjourned at at 6:25pm on a motion by J. Mele, seconded by J. Metzler, vote of 7-0.