

MINUTES OF THE MEETING – July 10, 2013

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

1. President Linda Missonellie called the July 10, 2013 meeting to order at 5:05pm. 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		Arrived at 5:05 pm
E. Vicki Arians (12/2014)	X		Arrived at 5:27 pm
Richard Goldberg, Mayor (n/a)	X		
Joseph Metzler (12/2016)	X		
Linda Missonellie, President (12/2013)	X		
Jean Mele (12/2017)	X		Arrived at 5:27 pm
Dr. Jill Mortimer, Superintendent of Schools (n/a)		X	
Terry Segro (12/2017)	X		
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 June 12, 2013 minutes were approved as amended 6-0 on a motion by J. Metzler, seconded by T. Segro.
4. COMMUNICATIONS
 - a. The Director received a “Request to Reconsider” form for a movie and the Collection Development Committee met to discuss and responded to the patron accordingly.
5. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. The Bill list was approved 6-0 on a motion by R. Goldberg, seconded by S. Abbood.
6. DIRECTOR’S REPORT / COMMITTEE REPORTS

Buildings/Grounds

- a. A patron request to a do mural depicting the 75 Hawthorne residents who lost their lives in battle was received. Patron would like to display mural on loft wall. Board is receptive to the idea of honoring residents in the Library, but needs additional information, including samples of the prospective artist’s work and more information about design plan and location. An honor roll was suggested as a possibility instead of portraits.
- b. The Strategic Planning Committee met to discuss the RFPs and narrowed the seven proposals down to three. A special meeting will be scheduled so Board can meet with remaining three vendors.

Technology N/A

Policies

- a. The First reading of two policies with proposed changes took place. The “Rules of Conduct” policy was carried as amended 8-0 on a motion by R. Goldberg, seconded by T. Segro. The “Internet Use Policy” was carried as amended 8-0 on a motion by R. Spirito, seconded by J. Metzler. Second reading will occur at the next meeting.

Community PR and Outreach

- a. The Director reported that the summer reading books were circulating well and that 105 children are signed up for the Summer Reading Program.

Personnel/Professional Development

- a. Saturday Reference Recommendation- The Director recommends Pierre Rosen, a Hawthorne resident with an MLS and law degree, to staff the Reference Desk one Saturday a month at standard Reference Librarian rate. Carried 8-0 on a motion by J. Mele, seconded by J. Metzler.
- b. Staff has attended various events such as BooksNJ in Paramus. Tech Team from Hawthorne High School has been helping us with various projects like organizing a Pinterest page and setting up our Constant Contact emails.

Negotiations

- a. The Director is awaiting communications from the Union regarding next steps to move the Supervisors into a separate bargaining unit.

Circulation

- a. Kindle Lending Program is a success- Kindles are checked out with a waiting list. Circ stats are still down across BCCLS as a result of business process changes associated with implementing the unmediated loan system; Hawthorne is doing very well comparably.

7. MONTHLY ROOM APPLICATIONS

- a. The Toastmasters of Ridgewood submitted an application to meet twice a month. Board approval contingent upon their paying the standard rental rate.
- b. Application for the 8-week yoga class with a local resident was approved contingent upon insurance rider delivery and the organization taking responsibility for medical release forms. Carried 8-0 on a motion by R. Goldberg, seconded by S. Abbood.

8. OLD BUSINESS N/A

9. NEW BUSINESS N/A

10. PUBLIC COMMENT

- 1) Karen Siletti thanked L. Missonelli for posting the “Call to Artists” in the *Hawthorne Press* for the Friend’s September Art show.
- 2) Karen Siletti spoke on behalf of her sister Lisa Arroyo, who could not attend the meeting, regarding the Volunteer Policy. The Director reiterated the importance of recruiting and collaborating with volunteers. The Policy was discussed and questions were answered regarding the “Volunteer Application” and “Background Check” process. Ms. Arroyo violated Library Policy

by participating in a children's event as a Volunteer without following required paperwork and approval procedures. As of the Board meeting, Ms. Arroyo had completed the required paperwork. The Board confirmed that Volunteer approval decisions reside with the Director.

The Director indicated that Ms. Arroyo has important qualifications and experience that would make her an asset as a Volunteer in the Children's room. The Director stated that a final decision regarding the application would not be made until Ms. Arroyo accepted her invitations to meet personally to discuss Ms. Arroyo's concerns and the Director's expectations for collaboration and teamwork. In rendering final decisions, the Director will consider the applicant's qualifications, alignment with the Library's values and goals, as well as the applicant's demonstrated judgment.

Ms. Siletti requested the policy be reviewed and updated by the Board, if appropriate.

Public Comment portion of the meeting was closed at 6:33 pm.

11. PRIVATE SESSION N/A
12. ADJOURNMENT – The meeting was adjourned at 6:34pm on a motion by J. Mele, seconded by V. Arians, vote of 7-0.