

# Louis Bay 2nd Public Library Board of Trustees Regular Monthly Meeting

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2014 Minutes – February 12, 2014 5:00pm

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1) President Linda Missonellie called the February 12, 2014 meeting to order at 5:05pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x (Arrived 6:50)	
E. Vicki Arians (12/2014)		x
Theresa DiGeronimo, Superintendent's Alternate	x	
Richard Goldberg, Mayor (n/a)		x
Jean Mele (12/2017)	x	
Joseph Metzler (12/2016)	x	
Linda Missonellie, President (12/2019)	x	
Dr. Jill Mortimer, Superintendent of Schools		x
Terry Segro (12/2017)		x
Garry Sinning, Mayor's Alternate	x	
Dr. Richard A. Spirito, Vice-President (12/2015)	x	
Monica Smith, Director (n/a)	x	

Before the onset of the Board Meeting, a moment of silence was held in remembrance of Ernie Souza, Mary Lou Frankel and Lenore Alexander, three members of the extended library family who had recently passed away. Flowers were sent to Mary Lou Frankel's memorial service on behalf of the library board and a book will be purchased and donated in honor of Lenore Alexander. A memorial service for Ernie Souza is scheduled for March 19 in Ridgewood.

3) **Approval of Minutes**

1) The Feb. 12, 2014 minutes were approved 6-0 on a motion by Richard Spirito and seconded by Jean Mele. Clarification was made regarding the approval of Paul Wider's program "Tools to Manage Depression and Bipolar Disorder" program, scheduled for 1/21/2014. Since it was a library sponsored program, no official board vote was need for its authorization.

4) **Communications**

- a) The Christian Health Care Center of Wyckoff sent a card thanking the Louis Bay 2<sup>nd</sup> Library for the donation of Large Print Books. The image on the card featured a Christmas tree made out of books, fashioned after a similar book tree created at the library during last year's holiday season.
- b) BCCLS informed all its partner libraries that the Annual Certificate of Compliance needs to be signed by the board by 3/15/14.
- c) Certification for the creation of a new supervisors union has been received by the board via a communication from Trimboli & Prusinowski, LLC.

5) **Financial Reports/Bill List**

- a) **BILL LIST** - The Library Bill List (from 1/9 to 2/12) was approved on a 6-0 motion by Jean Mele, seconded by Richard Spirito. Clarification was made regarding what specific resources were provided by ProCopy, which includes the maintenance and repair of the patron copy machine. A question was raised about the absence of specific amounts spent on utilities in January, which are not on the bill list. Clarification was also made with regards to tracking down habitual offenders of the library's lending policy, which tracks delinquent accounts via the Polaris system.

6) **Director's Report/Committee Reports:**

Buildings and Grounds

- a) Due to inclement weather, the library closed early on Jan. 22, 2014 and was closed on Jan. 23, 2014. There was a delayed opening and early closing on Feb. 3, 2014
- b) Jan. 16, 2014, Fire inspection passed, certificate issued.
- c) Jan. 23, 2014, Boiler and water heater inspection failed. Need a grommet in the kale and cannot support electrical cable on the water pipe. The inspector notified Reiner, the company that conducted the installation.
- d) Feb. 6, 2014, the handicap access button was repaired with a battery replacement.
- e) Feb. 8, 2014, the left front door, which had a broken track, arm and roller, was repaired.
- f) Two counter high tables were given to the LB2 Library by Drew University. The board accepted the gift (\$100 value) on a 6-0 vote by Joe Metzler, seconded by Sinning.
- g) Two old magazine racks are to be removed from the library, and possibly donated to Hawthorne High School. The "boro tag" number will be removed and returned to the borough.
- h) A desk formerly used by the library was returned to its owner, Karen Siletti of Hawthorne. Since the item was returned to its owner, the "boro tag" number will be returned to the borough.
- i) A discussion is planned with the Hawthorne Community Library Foundation as well the Friends of the Library regarding the possibility of installing a new automated sign for the front of the library. The board's representation was requested at the Friends meeting on March 3.
- j) According to an assessment from the KEV Alarm Company, the current system is antiquated with problems concerning the battery and door alignment.

Finance and Budget

- a) Board members asked for a status update on the purchase of a new projector and a mobile PA system which have not been purchased yet.
- b) Atlantic Stewardship bank has announced that it will charge \$5 for future printings from checking accounts. In order to supersede this additional charge, the library will print out its own checking transactions from the online account.
- c) As addendum to the previous Bill List discussion, Joe Metzler requested that any type of bill involving library activities must be added to the bill list, including bills involving the reserve accounts.
- d) **Resolution 2014-02 – Naming Official Depositories** was passed designating the following banking facilities as official depositories for the Louis Bay 2nd Library. The resolution was passed 7-0 on a motion by Jean Mele and seconded by Sharon Abbood: *Atlantic Stewardship, Bank of America, Chase Bank, Columbia Savings Bank, Hudson United Bank, New Jersey Cash Management Fund, TD Bank, Valley National Bank and Wachovia Bank.*

Technology

- a) Staff training on downloading digital materials on Jan. 22 was cancelled and will be rescheduled.

- b) Envisionware Print Management LPTI installation complete
- c) The Technology Committee met on Feb. 12 to review both the proposal for an upgraded security system and the 2014 tech support contract.
- d) **Resolution 2014-04: - Annual Tech Support Agreement with PCTI** – The Passaic County Tech Institute computer support bill will increase by 2% for 2014. A new annual agreement was approved 6-0 on a motion by Richard Spirto, seconded by Jean Mele.
- e) **Resolution 2014-03: - Camera Upgrade Installation** - The installation of a new camera upgrade was approved 6-0 on a motion by Richard Spirito and seconded by Garry Sinning. The upgrade will utilize existing camera slots broadcasting to one monitor and will enable more memory storage and remote access. The contract will be issued to Dynamic Security at a cost not to exceed \$7,235.00 based on proposal from Andres Ospina, who is our tech from PCTI.

Community, Public Relations & Outreach

- a) Monica Smith accepted an invitation from Washington School for their “Let’s Celebrate Reading” project to be a guest reader at the school.
- b) YA librarian Lillian Brightly and Reference Librarian Kathy Lehmann will lead a tour of the library for middle school and high school students on March 20, 2014.
- c) Theresa DiGeronimo informed the board that every Wednesday she and Lillian Brightly, YA librarian discuss methods to better integrate high school students with the library.

Circulation

- a) January circulation numbers were provided in a new format. Circulation numbers are down overall, but the drop-off of loaned materials is less than the BCCLs average. Monica informed the board that some BCCLs circulation stats were flawed due to a system error, which BCCLs aims to correct.

Personnel

- a) Jen Budd, Part Time Instructional Technology Librarian, will end her employment at the library at the conclusion of the fifth pay period on March 7.
- b) Two circulation assistants, LeeAnn Ryerson and Jackie Robb, began employment at the library on Jan. 6.
- c) Library Page, Julio Balmaseda, was accepted to the MLIS program at Rutgers and has started classes this month.

7) **Meeting Room Applications**

- a) The Compassionate Care Hospice Bereavement Support Group will conduct weekly meetings on Wednesday nights in Community Room C. The program was approved 6-0 on a motion by Joe Metzler and seconded by Garry Sinning.
- b) Stress Reduction Workshop has been previously held so does not need Board approval.

8) **Meeting Room Applications (Con’t)**

- a) The Passaic County Clerk made a request to hold a satellite office for passport services. The monthly visit would be in 4 hours blocks. It has proposed that the library’s loft space can be used for this purpose.

9) **Old Business– N/A**

- a) Due to the severity of the winter season, a discussion was initiated regarding the proper protocol when closing the library for inclement weather. Factors considered included:
  1. The prompt removal of snow from the parking lot and sidewalks

2. The clearance of multiple access points
  3. A continual removal of snow from the parking lot and sidewalks during weather events progress through the workday up until 9pm (closing time for the library)
  4. A delayed opening based on the accessibility of the parking lot
  5. Closings, delayed openings and early closings directed by a declaration of “State of Emergency” by local or state agencies (i.e. Governor’s Office).
  6. The need for a sufficient amount of notice given to employees.
  7. An alignment with the closing procedures followed by school district and the municipal offices.
- b) The director stated that a minimum of four staff members are needed to successfully operate both the Adult and Children section but said the library could operate with three.

10) **New Business – N/A**

11) **Public Comment – N/A**

12) **Adjournment –**

- a) The meeting was adjourned at 6:56 pm on a motion by Joe Metzler, seconded by Sharon Abbood on a vote of 7-0.