

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

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2014 Minutes – March 12, 2014 5:00pm

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1) President Linda Missonellie called the March 12, 2014 meeting to order at 5:00pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x (Arrived 5:17pm)	
E. Vicki Arians (12/2014)	x (Arrived 5:30pm)	
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	

3) **Approval of Minutes**

a) The February 12, 2014 minutes were approved 7-0 on a motion by Rich Spirito and seconded by Terry Segro.

4) **Communications**

a) According to a letter received from Matthew P. Demaria, Esq., the library was the recipient of a bequest from the Ruth L. McDonald estate.

5) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 2/13 to 3/12) was approved on a 7-0 motion by Theresa DiGeronimo, seconded by Joe Metzler. A question was raised about the accuracy of the fine total, which has increased due the precise nature of the new LPTI system.

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

Buildings and Grounds

a) Due to inclement weather, the library closed early on Jan. 13, 2014. There was a delayed opening on Jan. 14, 2014. Monica Smith credited the board for establishing smoother guidelines when closing the library for inclement weather.

b) There are minor roof leaks in front of the circulation desk

- c) Reiner has corrected boiler problems found during original inspection, re-inspection is pending
- d) Shelves from the basement can be donated to Habitat for Humanity.

#### Finance and Budget

- a) The State Report was completed 4 days early; Monica thanked all the employees and borough members who helped with completing the report. The 2013 accuracy certificate FY15 needs to be signed and filed by board members.
- b) The Finance Committee will meet on Friday, 3/14 for final preparation before the presentation of the budget to the town on Monday, 3/17.

#### Technology

- a) Clarification was given regarding the upgraded security system: *Dynamic Security will sell and install the system, but maintenance will continue under the existing tech contract with Passaic County Educational Services Commission.*
- b) BCCLS will roll out a new web-based scheduling application that will incorporate all libraries within the BCCLS system. The system will allow for a BCCLS-wide calendar, online patron sign-up and statistical analysis. It is scheduled to be in place by 4/3.

#### Policy

- a) In response to an inquiry from Paul Chepurko about promoting his upcoming book in the library, local authors will be allowed to display their books but the displays cannot contain an order form to sell the book.
- b) In accordance with the legalization of online gambling in NJ, the library will modify its existing internet policy to only prohibit underage gambling.

#### Community, Public Relations & Outreach

- a) Pathstone, Community Development and Human Services Organization inquired about using the Library as a host site. The proposal was not applicable since library staff time is not available for outside services.
- b) 3/3 - Monica Smith attended the Friends meeting where it was announced that she will chair the 100-Year Celebration Committee
- c) The Friends will be making proposals to the Board regarding the purchase, installment and training for a new outdoor electric sign for the library.
- d) 3/5 – The library will participate in the Roosevelt School’s tricky tray event by offering a Librarian for a Day prize.

#### Personnel/Professional Development & Negotiations

- a) Two RICE notifications have been distributed and acknowledged.
- b) 2/20 – Monica Smith attended the BCCLS Tech. Committee at the Mahwah Library.

#### Circulation

- a) Circulation numbers are down overall, except for the YA collection.

### 7) Meeting Room Applications

- a) Two informational items were given about library programs.
  1. *Hearing Aid Consumer Advocate, Wendy Richmond will discuss strategies to affording hearing aids on 4/10*
  2. *Andrew Amigo, owner of Fast Healing in Fort Lee, wants to present “Holistic Health Approach to Thyroid” on 4/22. Board members requested further study of his credentials*

8) **Personnel**

- a) A discussion was held about increase in pay for Aimee Ellerbrook, Tech Processing Assistant, on the recommendation of the director, her hourly pay will increase from \$9.32 per hour to \$9.50 inclusive of her 2% raise. This was approved on a 9-0 motion by Vicki Arians, seconded by Joe Metzler.
- b) Lillian Brightly, YA Librarian announced her resignation, her last day will be March 28, 2014. The board accepted her resignation with regret on 9-0 motion by Joe Metzler, seconded by Jean Mele.

9) **Old Business– N/A**

- a) A memorial service will be held for former employee Ernie Souza on 3/19 at the Feeney Funeral Home in Ridgewood.

10) **New Business – N/A**

11) **Public Comment – N/A**

- a) Pierina Panebianco of Cliffside Park addressed the board to dispute the amount she was paid for a 5-week water color painting program during the months of January and February. She asserts that the program fee was \$270 and she was expecting to get the \$25 registration fee for an additional compensation of \$325. After much discussion, the board pointed to the contract she signed that states our payment to her is \$270. No further action was taken.

**Adjournment –**

- a) The meeting was adjourned at 6:33 pm on a motion by Joe Metzler, seconded by Rich Spirito on a vote of 9-0.