

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

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2014 Minutes – July 9, 2014 5:00pm

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1) President Linda Missonellie called the July 9, 2014 meeting to order at 5:01pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x (arrived 5:07pm)	
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	

3) **Approval of Minutes**

a) The July 9, 2014 minutes were approved 6-0 on a motion by Joe Metzler and seconded by Rich Goldberg

4) **Communications**

- a) The New Jersey Library Trustee Institute has offered the board an invitation to its annual conference.
- b) Tom Dwyer, member of the Garden Club and a landscaper with 40-years of experience, has offered his services to the Library. He will need to fill out a volunteer form in order to proceed.
- c) A patron named David Ryan filed a complaint regarding a graphic novel that was in the reach of his child in the adult section of the library. Monica Smith has corresponded with the complaining patron.

5) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 6/12 to 7/9) was approved on a 5-0 motion by Sharon Abbood and seconded by Terry Segro. Linda Missonellie abstained from the vote for payment for the Hawthorne Press

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

Buildings and Grounds

- a) On 6/13 – the backflow preventer on the sprinkler system was found to be leaking heavily and was promptly shut off by Joe Metzler.
- b) 6/13 – Ellen at the borough was informed about the many weeds and vines growing through the shrubbery, within the gutters, and onto the sides of the building.
- c) On 7/1, the DPW repaired the sprinkler system and examined the excessive run off in the maintenance room. The pressure was reset, which alleviated the problem.

#### Technology

- a) On 7/7 – a Tech from Dynamic Security returned to provide training on the new DVR, troubleshoot broken cameras, and configure the system for remote access. PCESC (Passaic County Ed Services Commission) also returned to reconfigure the server to allow remote access. PCESC will also look into broken cameras and ports for additional cameras.
- b) On 7/8 - Ruth Quiles, IT Librarian, held the first of many one-to-one technology help sessions, which have been received with great enthusiasm.

#### Policy

- a) The Pay Card policy will be updated on the Hawthorne website in order to clarify pay card holder restrictions regarding eBook access and online renewal.
- b) Clarification was made regarding the anti-nepotism policy which does not restrict siblings from working at the library

#### Community Public Relations & Outreach

- a) A patron’s request to use the library’s CD cleaning service was denied due to the delicate nature of the machinery and the lack of staff hours to clean additional non-library items.

#### Personnel/Professional Development & Negotiations

- a) The board retroactively approved the hiring and promotions of the following staff members on a 7-0 motion by Rich Spirito, seconded by Rich Goldberg. All were effective as of July 7.
  - 1. Leeann Ryerson: Circulation Assistant (\$8.50/34 hours per pay period) to Library Associate (\$10.50/56 hours per pay period), replacing Linda Goodwin
  - 2. Julio Balmaseda: Page (\$8.42/24 hours per pay period) to Circulation Assistant (\$8.50/34 hours per pay period) replacing LeeAnn Ryerson
  - 3. Corrine Hook, Circulation Assistant (\$8.50/34 hours per pay period), replacing Jackie Robb
  - 4. Konrad Petelski, Page – Children’s Services (\$8.25/25 hours per pay period)
- b) On 6/30 Monica Smith sent a letter to USPEU (per recommendation of Personnel Committee Chair) requesting the addition of the title, “Senior Circulation Assistant.”
- c) The Adult Page position vacated by Julio Balmaseda still needs to be posted.

#### 7) Negotiations

- a) Board members will meet with Jim Bush and union members on Tuesday, July 15 at 10am to discuss the supervisor’s contract.

#### 8) Old Business

- a) The previously aforementioned carnival proposed by the Hawthorne Fire Department has been cancelled. A week of fine amnesty, earlier correlated with the carnival, will still take place. It will not include previously accrued fines.
- b) The Electronic sign will soon be installed, beginning with the foundation.

#### 9) New Business – N/A

10) **Public Comment – N/A**

11) **Private Session**

- a) The meeting was adjourned to executive session to discuss personnel matters at 5:50 pm on a 7-0 motion by Sharon Abbood seconded by Jean Mele. The board reconvened in public at 6:07 pm on a motion by Rich Goldberg, seconded by Terry Segro. Vote was 7-0.

12) **Adjournment**

- a) The board adjourned at 6:07pm on a 7-0 motion by Rich Goldberg, seconded by Jean Mele.

*Minutes respectively submitted by Mauro Magarelli*

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**Louis Bay 2nd Public Library**  
*Minutes of Executive Session – July 9, 2014*

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- 1) The board reviewed the six-month evaluation of the library director which Dr. Spirito has drafted. He will meet with Monica Smith to discuss the evaluation

*Minutes respectively submitted by Linda Missonellie*