

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

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2014 Minutes – November 12, 2014 5:00pm

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1) President Linda Missonellie called the November 12, 2014 meeting to order at 5:08pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x (arrived 5:03pm)	
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. Kathryn Fedina, Interim Superintendent of Schools		x
Terry Segro (12/2017)	x	
Garry Sinning, Mayor's Alternate		x
Dr. Richard A. Spirito, Vice-President (12/2015)	x (arrived 5:12pm)	
Monica Smith, Director (n/a)	x	

3) **Approval of Minutes**

a) The October 8, 2014 minutes were approved 6-0 on a motion by Rich Goldberg and seconded by Terry Segro.

4) **Communications**

- a) A thank you letter and a donation of \$250 were received from the Hawthorne Branch of the Valley Hospital Auxiliary for use of the community rooms.
- b) A congratulatory letter was received from the NJ Council of the Humanities for winning a collection of books that were nominated for their 2014 book award.
- c) PNC wealth management has confirmed the library as a recipient of an irrevocable trust, thus completing the verification process for the bequest.

5) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 10/9 to 11/12) was approved on a 6-0 motion by Rich Goldberg and seconded by Jean Mele.

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

Communication

- a) A petition from BCCLS was received asking member libraries to accept West Orange into the cooperative, which requires 38 libraries to accept for final approval. The board voted to accept West Orange on an 8-0 motion by Rich Goldberg, seconded by Sharon Abbood.

Buildings and Grounds

- a) On 11/6, Reiner conducted the fall maintenance for the heating system.
- b) Nine items from the library (out of sixteen) were sold during the borough's auction and were picked up by the purchasers. Items not auctioned will be recycled.

Finance/Budget

- a) The 2015 budget was reviewed by the Finance Committee and submitted to the borough by the 10/23 deadline. Money allocated for legal fees may need to be increased since contract discussions have moved toward mediation.
- b) The board decided not to pursue a procurement credit card for the library as per the recommendation by the Finance Committee.
- c) The board discussed the implementation of a more aggressive approach in 2015 for recouping money for lost items. New policy options include a 3<sup>rd</sup> hard copy notice informing that fines will be sent to the borough and the scheduling of a special borough court date catered to dealing with delinquent library patrons. The Mayor asked that the new policy include a report to see whether there is an increase on fine money collected.

Technology

- a) On 11/13, Dynamic Security is scheduled to replace four broken surveillance cameras.

Policy

- b) The first reading on the policy change excluding the position of "Page" from the Anti-Nepotism Policy was approved on a 6-2 motion by Joe Metzler, seconded by Jean Mele. Mayor Rich Goldberg and Linda Missonellie voted against the change.
- c) The first reading on a policy change on limiting the usage of guest passes on the public computers was approved on an 8-0 motion by Rich Goldberg, seconded by Vicki Arians.
- d) The director informed the board that the meeting room policy needs to be revamped for 2015

Community Public Relations & Outreach

- a) On 10/1, several staff and members of the Friends attended the BCCLS Scholarship Breakfast.
- b) On 10/16, Monica Smith and Amy Fletcher attended a mandatory BCCLS System Council meeting.
- c) On 10/23, Amy Fletcher and Kevin Cosenza attended the BCCLS Thinking Linking Workshop at Closter.
- d) On 10/26, the Friends held a birthday breakfast in honor of the library's 100 year anniversary.
- e) On 10/30, Monica S. attended the Technology Committee meeting in Emerson.

Personnel

- a) On 10/23, Monica S. reviewed the library's reorganization plan with the Personnel Committee, which would be implemented in 2015. She detailed it to the full board.
- b) The board approved the 2015 Holiday Calendar, which will include July 3<sup>rd</sup> as a floating holiday, on an 8-0 motion by Rich Goldberg, seconded by Sharon Abbood.

- c) The board approved the resignation of Stephanie Brown as a page, effective November 3, on an 8-0 motion by Joe Metzler, seconded by Vicki Arians.

Other

- a) On 12/15, Melissa Wasson, an MLS student at Rutgers, will present her findings regarding the timeline of the library's associations to the staff and board.

7) **Meeting Room Applications**

- a) The New Jersey Association of School Technology rescheduled their February meeting for June 11; however the application was not yet approved by the board.

8) **Nominations**

- a) The following board members were presented for nomination by Chairperson Sharon Abbood.  
(The vote will be held during the December board meeting)

- Rich Spirito for President
- Linda Missonellie for Vice President
- Jean Mele for Treasurer
- Terry Segro for Secretary

9) **Old Business** – N/A

10) **New Business** –

- a) On 11/14, Staff members will meet with Meg Natale from the Chamber of Commerce regarding the library's role during the 2014 Santa Parade. The option of a delayed opening on December 6 was discussed but the consensus was that the library could be open with nominal staff.

11) **Public Comment** –N/A

12) **Adjournment**

- a) The meeting was adjourned at 6:30pm on a 7-0 motion by Jean Mele seconded by Sharon Abbood.

*Minutes respectively submitted by Mauro Magarelli*