

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

Minutes – May 13, 2015 – 5:00 P.M.

COMMITTEE MEETINGS BEFORE ROLL CALL:

- The **Technology Committee** met with Scott Hlavacek, the Director of Shared Technical Service from PCESC. Prior to the meeting, Mr. Hlavacek conducted a walk-through of the library to assess the Library's current Wi-Fi access. He advised replacing the outmoded network infrastructure in order to better secure the Library's Wi-Fi. He recommended the installation of Meraki Switches with a cloud backup. The plan would call for the installation of new network switches as well as added Wi-Fi Access points.
- The **Buildings and Grounds Committee** met with Jayne Ace-Bosgra, president of the Friends, who spoke on behalf of the Frankel family. Ms. Ace-Bosgra asked the board to approve a site near the children's entrance for a bronze statue and plaque honoring the life of Mary Lou Frankel, former member of the Friends and the Board. The Friends will incur all costs of the statue, and hope to have work completed in September, in time for a dedication during the Art Show.

MEETING CALLED TO ORDER:

Time: 5:32pm

PUBLIC PORTION OF MEETING BEGINS:

Per the New Jersey Open Public Meeting Law adequate notice of this meeting has been provided by the Schedule of the Regular Meetings heretofore adopted and posted on the Public Bulletin Board at the Municipal Building mailed to the Hawthorne Press, Herald News, Record, and the Gazette, and all persons who have requested the mailing of such schedule, and a copy of said schedule has remained on file in the office of the Borough Clerk from and since January, 2015.

FLAG SALUTE: 5:33pm

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ROLL CALL:

| ROLL CALL: | TERM | PRESENT | ABSENT | Time of arrival after meeting has been called to order. |
|--|---------|---------|--------|---|
| Sharon Abbood | 03/2017 | | x | |
| E. Vicki Arians | 12/2019 | | x | |
| Richard Goldberg, Mayor | N/A | x | | |
| Jean Mele | 12/2017 | x | | |
| Joseph Metzler | 12/2016 | x | | |
| Linda Missonellie, Vice President | 12/2018 | x | | |
| Terry Segro | 12/2017 | x | | |
| Gary Sinning, Mayor's Alternate | 12/2017 | x | | |
| Richard A. Spirito, Jr. Supt. of Schools | N/A | x | | |
| Dr. Richard A. Spirito, President | 12/2015 | x | | |
| Monica Smith, Director | N/A | x | | |

Also Present: Mauro Magarelli, Recording Secretary

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APPROVAL OF THE MINUTES FOR: April 8, 2015 – Regular Public Meeting

- **Vote #2015-V013: The minutes for April 8 were approved on a 6-0 motion by Joe Metzler, seconded by Linda Missonellie.**

Library Board Roll Call Vote

| | <u>Sharon Abbood</u> | <u>Vicki Arians</u> | <u>Mayor Goldberg</u> | <u>Jean Mele</u> | <u>Joe Metzler</u> | <u>Linda Missonellie</u> | <u>Terry Segro</u> | <u>Richard Spirito</u> | <u>Dr. Spirito</u> |
|---------|----------------------|---------------------|-----------------------|------------------|--------------------|--------------------------|--------------------|------------------------|--------------------|
| Motion | | | | | 1 | 2 | | | |
| Aye | | | x | x | x | x | x | | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | x | |
| Absent | x | x | | | | | | | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

- 4/21 – An email was received from Susan Serico, Director of the North Haledon Library, informing us of the Mayor’s decision not to pursue continued conversations with Hawthorne about a reciprocal borrowing agreement.
- 4/22 – A letter and \$500 donation was received from the Hawthorne Lions Club
- 4/23 – Two letters were received from the AARP expressing thanks for our assistance during tax season, specifically noting Veronica Ditko’s “invaluable assistance.”

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2015-V014: The Bill List (April 9, 2015 to May 13, 2015, inclusive) was approved on 7-0 motion by Mayor Goldberg, seconded by Terry Segro.**

Library Board Roll Call Vote

| | <u>Sharon Abbood</u> | <u>Vicki Arians</u> | <u>Mayor Goldberg</u> | <u>Jean Mele</u> | <u>Joe Metzler</u> | <u>Linda Missonellie</u> | <u>Terry Segro</u> | <u>Richard Spirito</u> | <u>Dr. Spirito</u> |
|---------|----------------------|---------------------|-----------------------|------------------|--------------------|--------------------------|--------------------|------------------------|--------------------|
| Motion | | | 1 | | | | 2 | | |
| Aye | | | x | x | x | x | x | x | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | x | x | | | | | | | |

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- 5/11 – An approved copy of the 2015 Library Budget was received by Mary Jean Hewitt, borough CFO. Mary Jean and Monica Smith will meet to ensure all requirements for 2015 payroll adjustments have been included.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- Joe Metzler cleared the front walkway of fallen petals and moss using a leaf blower.
- Monica informed Eric Mauer, borough administrator, that the landscapers have thus far done a good job maintaining the library grounds.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- See notes from technology committee meetings before roll call

POLICY

Vicki Arians, Committee Chairperson

- Since the inclusion of an additional letter with the 3RD Overdue / Billing Notice (starting February 11, 2015), there has been a definite increase in lost item returns, fines and replacement fees paid.
 - As of 4/29, 3 people have settled while 6 patrons still owe fines ranging from \$20 to over \$200. Unresponsive accounts will receive a hand-delivered delinquency notice via the Mayor's office.
 - Monica S. will contact the court clerk to discuss the grouping of library related court proceedings regarding unpaid fines.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- 4/11 – Monica Smith attended the Lions Club Beefsteak dinner.
- 4/17 – Monica Smith, along with members of the Hawthorne Library Foundation, reviewed candidate applications for scholarships and awarded four \$500 scholarships for a total of \$2000.
- 5/7 – the Friends donated \$3700 to offset the cost of library periodicals, \$700 more than anticipated.

PERSONNEL – N/A

Linda Missonellie, Committee Chairperson

PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- 4/20 – 4/22 - Eight staff members attended NJLA in Long Branch, NJ for either partial or full days. In attendance were Monica Smith, Mauro Magarelli, Amy Fletcher, Michelle Petrusek, Ruth Quiles, Kathy Mollica, Veronica Ditko, and Sandy Hall.

NOMINATING – N/A

Sharon Abbood, Committee Chairperson

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- No further correspondences have been received from union leadership regarding the IUJAT contract negotiations.

MEETING ROOM APPLICATIONS –

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- **Vote #2015-V015:** The usage of Room A on June 9 by the Hawthorne Chamber of Commerce was approved on a 7-0 motion by Mayor Goldberg, seconded by Terry Segro.

| | <u>Sharon Abbood</u> | <u>Vicki Arians</u> | <u>Mayor Goldberg</u> | <u>Jean Mele</u> | <u>Joe Metzler</u> | <u>Linda Missonellie</u> | <u>Terry Segro</u> | <u>Richard Spirito</u> | <u>Dr. Spirito</u> |
|---------|----------------------|---------------------|-----------------------|------------------|--------------------|--------------------------|--------------------|------------------------|--------------------|
| Motion | | | 1 | | | | 2 | | |
| Aye | | | X | X | X | X | X | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | x | x | | | | | | | |

OLD BUSINESS

- Mayor Khairullah of Prospect Park and Mayor Goldberg of Hawthorne are currently discussing renewing the Prospect Park reciprocal lending agreement. Monica Smith has created pamphlets highlighting the library's offerings.

NEW BUSINESS

- Monica S. is considering closing the library at 2:00pm on Friday, June 26, 2015 for an All Staff Meeting/Team Building Event. The board has asked Monica to provide a detailed agenda for this proposed meeting before giving its approval.

PUBLIC BE HEARD: N/A

MOTION TO ADJOURN: The meeting was adjourned on a 7-0 motion by Mayor Goldberg, seconded by Joe Metzler

Library Board Roll Call vote:

| | <u>Sharon Abbood</u> | <u>Vicki Arians</u> | <u>Mayor Goldberg</u> | <u>Jean Mele</u> | <u>Joe Metzler</u> | <u>Linda Missonellie</u> | <u>Terry Segro</u> | <u>Richard Spirito</u> | <u>Dr. Spirito</u> |
|---------|----------------------|---------------------|-----------------------|------------------|--------------------|--------------------------|--------------------|------------------------|--------------------|
| Motion | | | 1 | | 2 | | | | |
| Aye | | | X | X | X | X | X | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | x | x | | | | | | | |

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Next Regular Meeting – Wednesday, June 10, 2015 at 5:00 P.M.