

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

Agenda – June 10, 2015 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:00pm

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: 5:01pm

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		5:09
Gary Sinning, Mayor's Alternate	12/2017	x		
Richard A. Spirito, Jr. Supt. of Schools	N/A	x		5:06
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: May 13, 2015 – Regular Public Meeting

- **Vote #2015-V016: The Minutes for the May 13 – Regular Public Meeting, were approved on a 6-0 motion by Mayor Goldberg, 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									
Absent		X					X	X	

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

- An email was forwarded via BCCLS from David Dreeben, a patron from Elmwood Park, who voiced his displeasure about the Louis Bay 2nd Library’s policy requiring a card to borrow items. Monica Smith informed Mr. Dreeben that it has been a requirement for all patrons to present a library card since Dec. 12, 2012, when the current integrated library system was installed.
- Monica Smith has formally invited Marie Coughlin, Executive Director of BCCLS, to attend a Board Meeting.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2015-V017: The Bill List (May 14, 2015 to June 10, 2015, inclusive) was approved on an 8-0 motion by Jean Mele, seconded by Joe Metzler. The board requested clarification on the Direct Energy Business invoice, which listed a larger than expected balance due to a misapplied credit given to the library in February.**

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	X
Nay									
Abstain									
Absent		X							

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- 5/22 – A sprinkler pipe broke and spewed water causing the parking lot to flood. The event occurred after hours and there was no water damage in the building. It has since been repaired.
- 5/27-28 – Gutters were cleaned by Kraft Roofing of Hawthorne during a two-day period.
- 6/1 – A location outside of the children’s entrance was selected for the placement of a statue honoring the late Mary Lou Frankel, former member of the friends and library board. More research will be done to figure out what mason work will be needed and how deep to place the base.
- 6/3 - The light switch in the Children’s room was repaired
- 6/4 – The Green Team planted milkweed in the rain garden to help attract Monarch Butterflies. A display case in the library will also be dedicated to highlight the plight of the declining insect.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- **Resolution #2015-R010 Expenditure from the capital reserve account for wireless network upgrade, not to exceed \$11,000 was approved on 8-0 motion by Richard Spirito, 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							2	1	
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

- According to statistics tallied by the Reference Desk, guest passes for computer usage were most frequently given to Paterson residents, with more than a hundred passes given to Patersonians since February.

POLICY

Vicki Arians, Committee Chairperson

- Don Turner, Code enforcement Officer, hand delivered letters to patrons with outstanding fines and replacement fees. The majority have since settled their debts on their records. Monica Smith is investigating collection agencies that specialize in dealing with libraries in order pursue continuously delinquent accounts.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- Library staff members are creating a BCCLS Scavenger Hunt for patrons to conduct during the summer months, as well as the Find Waldo event in conjunction with the Chamber of Commerce.

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PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2015-V018 – The board approved the resignation of Leah Kabrel, Children’s Services Page, effective May 30, 2015 and the retention of Ruth Quiles, Instructional Technology Librarian as only a vouchered employee, effective August 19, 2015 on an 8-0 motion by Linda Missonellie, seconded by Mayor Goldberg.**

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			2			1			
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

- **Vote #2015-V019 – The board approved the hiring of Ryan Hollis, Children’s Services Page, on a 8-0 motion by Linda Missonellie, seconded by Richard Spirito, retroactive to June 1, 2015, 25 hours/PP \$8.38/Hour, replacing Leah Kabrel. Ryan will report to Amy Fletcher, Head of Technical Services.**

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	X
Nay									
Abstain									
Absent		X							

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- Eric Maurer, borough administrator, has spoken with union officials and is awaiting a counter-offer regarding the ongoing discussions about the pending supervisor’s contract.

PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- 5/8 – Monica attended BCCLS Technology Committee Meeting at the Maplewood Public Library.
- 5/14 – Monica Smith and Amy Fletcher attended the BCCLS System Council Meeting (2nd System Council meeting of 4 total).
- 5/28 - Monica Smith attended Book Expo America 2015 at the Jacob Javits Center in New York.
- 5/29 - Amy Fletcher and Marilyn Rees attended Book Expo America 2015 at the Jacob Javits Center in New York.

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- Mayor Goldberg asked Monica to check in with Eric Mauer to see if library mileage reimbursement polices coincide with borough polices.

NOMINATING – N/A

Sharon Abbood, Committee Chairperson

MEETING ROOM APPLICATIONS – N/A

OLD BUSINESS

- **Vote #2015-V020 – The board approved to close the library early for a staff development day on Friday, June 26 on an 8-0 motion by Joe Metzler, seconded by Jean Mele.** Nonscheduled staff members will be compensated for attending the meeting.

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				2	1				
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

- Mayor Goldberg has a meeting scheduled with Mayor Khairullah of Prospect Park to discuss the reciprocal lending agreement.
- Monica Smith will inquire if the DPW will pick up unusable metal shelving for recycling.

NEW BUSINESS

- Monica will explore if the library’s landscapers are able to install the outside engraved bricks and if a mason is needed to install the inside engraved bricks.
- Monica will present the foundation with a bill for lighting replacement completed in January, 2014
- Monica Smith asked the board to review the Unattended Minors Policy
- Monica will investigate how to acquire signage to mark staff parking spots along Grand Ave.

PUBLIC BE HEARD: - N/A

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MOTION TO ADJOURN: The meeting was adjourned at 6:15pm on an 8-0 motion by Linda Missonellie, 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					2	1			
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

Next Regular Meeting – Wednesday, July 8, 2015 at 5:00 P.M.