

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

**Minutes – September 14, 2015 – 5:00 P.M.**

MEETING CALLED TO ORDER:

Time: 5:02 pm

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:

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		5:25 PM
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		5:04 PM
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		

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

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

- **Vote #2015-V028: Approving the Minutes for August 19, 2015 – Regular Public Meeting.**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (Sinning)</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								

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

BCCLS

Financial Asset Management Systems – debt collection. Copy given to Gene DeAugustines, Fire Marshall, to investigate further. Incorrect municipal code on the letter; the state is sorting it out.

15<sup>th</sup> Annual BCCLS Friends Breakfast, Tuesday, 10/20

Message from Semka Suescan regarding BCCLS Scavenger Hunt.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

Bound copy of the 2014 Audit received and forwarded on to the Finance Committee.

- **Vote #2015-V029: Accept the Audit Report as prepared by Suplee, Clooney & Company for Years Ended December 31, 2004 and 2013**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg Sinning</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								

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- **Vote #2015-V030: Approving the Bill List (August 20, 2015 to September 9, 2015, inclusive)**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg Sinning</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								

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- Four quotes received for repair/replace estimates; consensus was that better specifications were needed. Also, input is desired from the borough engineer and the borough administrator regarding the formal bid process. The Board agreed to replace not repair one unit and to get an alternate bid for the second unit.
- 9/8 Fourth quote received for repair/replace estimates; forwarded to the Committee and Dr. Spirito on 9/4.
- Permission sought from the Green Team to mount a sign about the butterfly garden. No objection from the Board; Joe Metzler will put the sign up before Sunday's dedication.

*Reiner Service Manager to be scheduled to come out some time next week to provided and assessment as to what is needed for Boswell to prepare the bid specifications.*

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- The equipment for the wireless upgrade has been received and PCESC notified so an installation date can be scheduled.

POLICY

Vicki Arians, Committee Chairperson

- The Board reviews the Digital Sign Policy. In discussion, deleted "Town & Community Events" and third paragraph. Removed "restrictions" and replaced with "must comply with guidelines on the application form.
- BCCLS 2016 Calendar discussed. The Library will be closed Friday, 12/23 for Christmas Eve (Saturday) and Monday, 10/26, for Christmas (Sunday).

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Asking for Volunteers to assist at the Library table for Hawthorne Day, 9/26

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2015-V031: Approve the creation of a p/t Page position (to float between Adult Services and Children's Services) effective at \$8.38 / hour, 20 hours per pay period.**

This position will also assist in meeting room setups

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Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (Sinning)</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								

Twelve applications were received for the Program Coordinator position. After 3 finalists are selected, a meeting with the Personnel Committee will be scheduled to make a recommendation.

PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- 9/3 BCCLS Technology Committee

NOMINATING

Sharon Abbood, Committee Chairperson

NEGOTIATIONS

Linda Missonellie Committee Chairperson

MEETING ROOM APPLICATIONS

- Discussion of whether Golden Circle can be considered a Library sponsored program so the group will not have to provide proof of insurance coverage.
- Weight Watchers officially ended their room rental agreement on 9/18/2015; will attempt to get payment from them for the 3 dates booked but not used immediately prior to the end date.

OLD BUSINESS

NEW BUSINESS

PUBLIC BE HEARD:

MOTION TO ADJOURN:

Meeting adjourned at 6:25 pm

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, October 14, 2015 at 5:00 P.M.**