

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

**Minutes – May 11, 2016 – 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, 2016.

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		5:18pm
Theresa DiGeronimo, Supt. Alternate	N/A			
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	12/2020		X	
Monica Smith, Director	N/A	X		
Mauro Magarelli, Recording Secretary		X		

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

## Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: [Click here to enter a date.](#) – Regular Public Meeting

**• Vote #2016-V016: Approving the Minutes for April 13, 2016– Regular Public Meeting.**

*Library Board Roll Call Vote: Passed 6-0*

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

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

4/27 – Received a donation in the amount of \$500 from the Lion’s Club to be used for large print or audio CD materials.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2015-V017: Approving the Bill List (April 14, 2016 to May 11, 2016, inclusive)**

Reiner’s bill for the yearly service contract should be less because 2 new units should be under warranty. Pass the check on the bill list not to exceed the amount and find out the answer.

*Library Board Roll Call Vote: Passed 6-0*

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

Congratulations to Kathleen Mollica who procured a \$2500 grant from the State Library to be used to expand the literacy collection. Joe Metzler inquired as to who bought the materials; Kathy Mollica assisted by Amy Fletcher. Linda Missionnellie recommended getting the CDL study guide in Spanish.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

See separate report.

Review 4 quotes for painting (in your packets)

Ace Handyman – 9450

Heinhold Home Improvement - 4095

Spectrum Painting – 5495

Touch of the Brush – 6685

All bids include: protection of furnishings and floors, removal of gummy residue on walls, spackling, sanding, and filling nail holes, priming of all repairs, 2 coats Benjamin Moore eggshell finish.

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

## Board of Trustees Regular Monthly Meeting

Confirmed contractors' license number and insurance coverage.

Linda Missionnellie suggested replacing the art gallery hanging system. Monica Smith will investigate and put together a price list for next meeting.

**• Resolution #2016-R06: Approve expenditure for Meeting Rooms A&B Painting**

*Library Board Roll Call Vote – Passed 7-0*

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

**TECHNOLOGY**

Richard A. Spirito, Jr., Committee Chairperson

4/26 –BCCLS responded to an alarm on one of the power sources and reset it. They also indicated that the BCCLS cabinet should house BCCLS equipment only. Review with the Technology Committee what this would entail.

5/2 – BCCLS computers were unavailable most of the day in order to install memory and make other configuration adjustments.

Again, the security cameras were not recording for about a week. It was found to be a problem with the hard drive and Dynamic Security replaced it.

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

## Board of Trustees Regular Monthly Meeting

**POLICY**

Vicki Arians, Committee Chairperson

[Click here to enter text.](#)

**COMMUNITY PUBLIC RELATIONS**

Jean Mele, Committee Chairperson

4/27 – The Borough gave us a supply of bags for public distribution for the Great American Garage Sale. held on 4/30

We will be getting 5 Green disk boxes for recycling consumer electronics; our current 2 are full and are waiting for return labels to be shipped off.

4/27 – Municipal Alliance Meeting at the high school, prior to the senior dinner

Can literature regarding the bandshell schedule be available in the library? Yes, just not displayed on the digital sign.

**PERSONNEL**

Linda Missonellie, Committee Chairperson

- **Vote #2015-V018: Approve the following personnel changes:**
  - **Resignation of Mauro Magarelli, effective May 13, 2016**
  - **Resignation of Robert Graham, effective May 13, 2016**
  - **Promotion of Gina Gerard to full time, effective April 25, 2016**
  - **Hiring of Christine Delaney as a Circulation Assistant – Children’s Department (replacing Karen Alberque) for 34 hours/pp at \$8.67/hour, effective April 21, 2016**

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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion	2		1						
Aye	x	x	x	x	x	x	x		
Nay									
Abstain									
Absent									

Current open positions and candidates:

- Head of Adult Services (Mauro) – 3
- P/T Adult Services – Reference Librarian (Gina) – 0
- P/T Technical Services – Page (Robert) – 2

Interviews are ongoing and this current round will be completed Wednesday morning.

Scheduled a Personnel Committee meeting on Monday, May 16, time to be determined, to review candidate recommendations.

**NOMINATING**

Sharon Abbood, Committee Chairperson

[Click here to enter text.](#)

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NEGOTIATIONS

Linda Missonellie Committee Chairperson

4/22 Resent the updated copy of the IUJAT contract to Eric Mauer (originally sent 4/14)

5/9 – Email that the contract has been signed and mailed (with unsigned attachment)

Linda Missonnellie had a hard copy of the attachment. No motion was made to accept the contract and approve the President, Dr. Spirito, to sign the contract once received, so it will be tabled until the June meeting.

MEETING ROOM APPLICATIONS

none.

Linda Missonnellie asked if the registration list will be given to the presenter at the medium program. Monica Smith confirmed that no registration lists are ever given to presenters, no matter the nature of the program.

PROFESSIONAL DEVELOPMENT

4/19 – BCCLS Technology Committee Meeting

4/26 – Presented a webinar talk – “Everybody Hates Timesheets” a one hour long presentation on how to use MS Word Mail Merge to prepare timesheets for record keeping and some of the factors that got into filling them out in specific ways.

OLD BUSINESS

NEW BUSINESS

Creating staff workstations in the loft – furniture and space dividers

Suggestion to revisit the Strategic Plan committee to move forward with loft renovation plans.

PUBLIC BE HEARD:

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

## Board of Trustees Regular Monthly Meeting

**MOTION TO GO INTO PRIVATE SESSION:**

*Library Board Roll Call Vote*

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

**PRIVATE SESSION:**

**MOTION TO EXIT FROM PRIVATE SESSION:**

*Library Board Roll Call Vote*

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

**MOTION TO ADJOURN:**

*Library Board Roll Call Vote*

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

**Next Regular Meeting – Wednesday, June 8, 2016 at 5:00 P.M.**

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Summary of Resolutions and Votes

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