

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

**Minutes – August 17, 2016 – 5:00 P.M.**

MEETING CALLED TO ORDER:

Time: 5:10 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, 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		5:20
Theresa DiGeronimo, Supt. Alternate	N/A		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		5:25
Gary Sinning, Mayor's Alternate	12/2016		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		
Nicholas Jackson, Head of Adult Services, Recording Secretary	N/A	X		

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

## Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: July 13, 2016– Regular Public Meeting

**• Vote #2016-V027: Approving the Minutes for July 13, 2016– Regular Public Meeting.**

Library Board Roll Call Vote – Passed 5-0, 2 Abstentions, 2 Absentees

	<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
Nay									
Abstain			x	x					
Absent							x	x	

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

The New Jersey Library Association (NJLA) has made a formal offer to the Louis Bay 2nd Library of becoming an institutional member for a fee of \$150. The Board inquired to the benefits of such a membership. Ms. Smith discussed the benefits of being a NJLA institutional member: one free NJLA event, discounted rate for the NJLA conference, free posting on the NJLA jobs page (which is currently a fee of \$50). Ms. Smith brought up that the Library currently pays for her membership at \$130 per year. The Board asked is it better to have personal memberships or institutional? It may be better to pursue an institutional membership once the current personal memberships are due. The Board will revisit this issue in the future.

The Valley Hospital Auxiliary (Hawthorne Branch) gave the Library a \$250 donation. Ms. Smith will write and send them a thank you letter. There was a question of whether the Library has to take donations in general. The Library does have a Gift Policy and any donation would have to be in accordance with said policy.

The lawyers overseeing the Frank Rea, Sr. Remainder Trust noticed the Library that they are continuing to pursue the distribution of the Trust on the State level.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2016-V028: Approving the Bill List (May 11, 2016 to August 17, 2016, inclusive)**

Library Board Roll Call Vote – passed 8-0, 1 Absentee

	<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		x
Nay									
Abstain									
Absent								x	

The Board inquired about different items on the bill list. Ms. Smith explained that they were different library vendors for books, supplies, etc.

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A discussion regarding the security cameras started, but was tabled until the Technology section of the agenda.

The Board will pay Dynamic Security for their most recent work they did, but will look to find a different company to repair the Library cameras.

The Library received a copy of the Certification of Worker Comp from the State of the Library records.

The painters who painted Meeting Rooms A & B gave the Library an estimate for Meeting Room C.

Although, the Library is still missing documentation from Boswell regarding the HVAC units (manuals, payroll certification), the Board will approve the checks and the Mayor will deliver the checks to Boswell and restate the need for said documentation. Ms. Smith will send a follow-up email to Boswell.

The Library is still holding the checks for Reiner.

### BUILDINGS AND GROUNDS Joseph Metzler, Committee Chairperson

The Library is still waiting for the documentation regarding the approved inspection of the boiler.

Although, the phones were out on Saturday, 8/13, the issue was corrected on Monday, 8/15. The Board asked if the Library should get an uninterrupted power supply for the phones. The technology committee will look into it. In addition, the fax machine at the reference desk was having issues on Monday, 8/15, it was fixed by that evening.

The walkway from the Library park lot to the Children's room entrance was completed. However, DPW just need to strip the parking space where the path begins in the parking lot.

A rain gauge was placed on the roof by the DPW.

The magazine shelving still needs to be moved.

The Board asks the parts of the Library copiers be researched.

### TECHNOLOGY Richard A. Spirito, Jr., Committee Chairperson

There were issues with the modem in the Children's room on Monday, 8/15. However, the issue has been corrected.

Regarding the security cameras, the Board recommended that the Library inquire if Passaic County Tech could address the issues the Library is having. Although, nothing is wrong with the cameras, there is an issue with the software and DVR unit. Further, the Board asked how staff members enter the Library. The staff uses keys. The Board inquired if it was possible to change to a key fob. Since that is what the Schools are using and the Hawthorne Police, Fire, and EMT departments have their own key fob to the schools. There was also a question regarding using a security app? The Technology Committee will pursue these issues.

Ms. Smith reminded the Board that the Library will have to replace BCCLS hardware in 2017. In addition, since the Library has to replace said hardware; Ms. Smith asked if the Board wanted to add more ports and more computers, which would change the cost of the hardware. The Board decided not to pursue a larger piece of hardware at this time.

### POLICY Vicki Arias, Committee Chairperson

Nothing to discuss

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COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Ms. Smith reported that the Glen Rock Public Library had a fire on Monday, 8/15 and we are doing everything we can to assist.

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2016-V029: Approve the following personnel changes:**
  - **Accept the resignation of Carolyn Marrin, Circulation Assistant, effective 8/25/2016**
  - **Approve the promotion of Adam Keeble to Program Coordinator at \$11.73/hour for 44 hours/pp, effective August 29, 2016.**

Mr. Keeble will be starting as the new Programming Coordinator on 8/29/16.  
 Both soon to be vacant Circulation Assistant positions have been posted internally and externally.  
 So far, one current staff member has inquired about the position.

*Library Board Roll Call Vote – passed 8-0, 1Absentee*

	<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		1	2			1			
Aye	x	x	x	x	x	x	x		x
Nay									
Abstain									
Absent								x	

PROFESSIONAL DEVELOPMENT

Monica Smith, Director

Nothing discussed

NOMINATING

Sharon Abbood, Committee Chairperson

Nothing discussed

NEGOTIATIONS

Linda Missonellie Committee Chairperson

Mr. Mauer contacted Ms. Smith regarding the Negotiations Committee’s availability. Ms. Smith informed him that he needs to contact the committee chairperson directly, who is Ms. Missonellie. The Committee will plan to meet with him on 9/16 or 9/23.

Ms. Smith mentioned changes she made to the contract regarding vacation and resignations.

Ms. Smith had a question regarding the Board Negotiations Committee. At the beginning of the year, the board president appoints members to each committee. The Negotiations Committee has 3 members and an alternate.

MEETING ROOM APPLICATIONS

None to be approved.

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OLD BUSINESS

Boswell Engineering checks to be delivered by the Mayor to Boswell, if all paper work is submitted.

As for the part-time Reference Librarian position, the Library is still looking for a qualified candidate and may merge the duties of the part-time Instructional Technology Librarian with the part-time Reference Librarian position, and post that ad in the fall.

NEW BUSINESS

Ms. Smith said the Knitting & Crochet Club will be planting blubs in the garden.

Mr. Jackson presented the new Adult & YA programs that are scheduled for the rest of the year.

Ms. Alberque will be presenting at the Lincoln Middle School Leadership Campus on 8/18/16

A patron has close to \$200 in fines; the Library is going to try to work out how the patron will pay off the fine.

PUBLIC BE HEARD:

None

MOTION TO ADJOURN: (6:40)

*Library Board Roll Call Vote – passed 7-0, 2Absentees*

	<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		1			2				
Aye	x	x		x	x	x	x		x
Nay									
Abstain									
Absent			x					x	

**Next Regular Meeting- Wednesday, September 14, 2016 at 5:00 P.M.**

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Summary of Resolutions and Votes

- Vote #2016-V027: Approving the Minutes for July 13, 2016– Regular Public Meeting. 1
- Vote #2016-V028 Approving the Bill List (July 14, 2016 to August 17, 2016, inclusive) 1
- Vote #2016-V029: Approve the following personnel changes: 4
- Accept the resignation of Carolyn Marrin, Circulation Assistant, effective August 25, 2016 4
- Approve the promotion of Adam Keeble to Program Coordinator at \$11.73/hour for 44 hours/pp, effective August 22, 2016 4