

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

Minutes – October 12, 2016 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:05 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	
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		
Gary Sinning, Mayor's Alternate	12/2016	x		
Richard A. Spirito, Jr. Supt. of Schools	N/A	x		Left at 6:15pm
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 2nd Public Library

Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: August 17, 2016– Regular Public Meeting

• Vote #2016-V030: Approving the Minutes for September 14, 2016– Regular Public Meeting.

Library Board Roll Call Vote – Passed 6-0, 3 Absent

	<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		
Nay									
Abstain									
Absent		x						x	x

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

Theresa DiGeronimo was present as the Hawthorne High School Librarian to discuss the Library’s goal of having all Hawthorne High School students obtain a Library card, as well as, the Library’s policy regarding the facilitation of this initiative. More details regarding this discussion will be under the header of POLICY.

Amy Fletcher was also present at the meeting.

COMMUNICATIONS

Monica A. Smith, Director

N/A

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

• Resolution #2016-R09: Accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library, Hawthorne, NJ for the Years ended December 31, 2015 and 2014.

Library Board Roll Call Vote – passed 7-0, 2 Absent.

	<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		x							x

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

The Report of the Audit on the Financial Statements & Supplementary Schedules of the Louis Bay 2nd Public Library was presented to the Board. Monica Glattly (the Library’s Business Manager) was present to assist in said presentation. Mr. Swisher from Suplee, Clooney, & Company stated that in their professional opinion the status of the Library’s Audit and finances is “unmodified.” That is, the Audit of the Library is in good standing, the records were clear, and there is a “health fund balance.” The Board asked if the auditors had any recommendations. The Library is in very good shape and there are no recommendations. Ms. Glattly and Ms. Smith mentioned that the only change they are going to make is a change to the petty cash producers.

• Vote #2016-V031: Approving the Bill List (September 15, 2016 to October 12, 2016, inclusive)

Library Board Roll Call Vote – passed 7-0, 2 Absent.

	<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		x							x

Ms. Glattly issued a new check for Reiner, since the previous one was over four month old. A discussion regarding who can sign the check took place. Since the money is coming from Capital Reserve, Ms. Missonellie can sign the check, since Dr. Spirito was not present at the meeting. The Board inquired about three items on the Bill List, #7238 (Brodart), 7239 (Cavendish), and Demco (7240). Ms. Smith stated that Brodart is used for ESL material, Cavendish is used for Children’s materials, and Demco is used for Library supplies.

• Resolution #2016-R10: Approve line transfers in the Library’s 2016 budget:

- **21 - Staff Development \$1500 -> 19 – Equipment**
- **26 – Legal Fees \$4500 -> 19 – Equipment \$1000, 24 – Computer Costs \$500, 16 – Maintenance \$3000**

Library Board Roll Call Vote – passed 6-1, 2 Absent.

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

The Board asked why was money being moved from Legal fees into equipment, what equipment was the Library planning on buying? Ms. Smith stated that it would be for the new smart scanners; Ms. Glattly stated it would be for new book carts and new gaming systems for the YA programming. Further, the Library’s legal fees were only \$75 and contract negotiations have only just begun.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

On 9/29, the DPW replaced lights that were out in the Children’s room.

On 10/11, the DPW was notified that the lights on the front of the Library were out. We asked the DPW to look into different bulbs. Further, they have been notified that the lights from the side entrance to the parking lot were out as well.

In addition, on 10/13, Reiner is coming to turn on the heat for the Library.

Ms. Missonellie asked if there were still any issues with the copiers. Ms. Smith stated that from time to time the coin box for the public copier has an issue, but that maintenance calls have been placed and the issue has been corrected.

Ms. Missonellie also asked who would clean the leaves off of the Library’s roof. The Boro has an agreement with a company and the Boro will schedule that appointment.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- **Resolution #2016-R11: Approve up to \$16,902 from Capital Reserve for the repair/upgrade of the security camera systems as quoted from Open Systems**

Library Board Roll Call Vote – passed 7-0, 2 Absent.

	<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		x							x

Mr. Spirito spoke about the benefits and drawbacks of correcting the issues with the security cameras. On the one hand, Northern Regional Educational Services Commission quote consists of installing a new DVR unit at \$4,695.30. On the other, Open Systems purposes installing a NVR system at \$16,902. Further, no new cameras will be installed at this time. According to Open Systems, DVR is “older technology” and is not as scalable as the NRV system. Whether the DRV system can handle only up to 32 connections, the NRV can handle over a hundred. The Open Systems quote covers a new rack and new power supply, whether the P.C. quote does not. Both will have remote access. The DRV system would work for the short-term, but if the Library wanted to expand the number of cameras, it may not work in the long-term. The Hawthorne school system currently works will Open Systems.

The Board inquired about a time table for installing each system. The DVR would take two weeks and the NVR would take a few weeks.

The Board thinks that replacing our current system with the DVR may not be the best course of action. The Library will go with the Open Systems proposal.

POLICY

Vicki Arians, Committee Chairperson

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2016-V040: Approving the First Reading for Policy changes:**
 - **Registration**
 - **Circulation**
 - **Social Media**

Library Board Roll Call Vote – passed 7-0, 2 Absent.

	<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		x							x

On 10/3, Ms. Smith forwarded the new Social Media Policy and updated Registration Policy to the Policy Committee and on 10/4, Ms. Smith forwarded the updated Circulation Policy to the Policy Committee.

Ms. Smith presented three policies to be added and or changed to the Board for an approval of the First Readings. The three policies are as followed, Registration, Circulation, and Social Media. The one on Registration was discussed first at the request of Ms. DiGeronimo.

Ms. DiGeronimo was concerned that the Library’s policy regarding registering for a Library card would prevent some High School students from obtaining a Library card. Ms. Smith reworked the part about Juveniles getting Library cards to make it easier if parents cannot come into the Library to sign for the child. The policy has a chart with lays out when and if a parent needs to come in. Ms. DiGeronimo was satisfied with said policy. Ms. DiGeronimo and other teachers at the High School will hand out the Library card registration forms to the students and the students can bring them home to be signed. Only if there is an existing card and or there are fines on an existing record would the parents of said child need to come into the Library.

The next policy that was covered was the Circulation policy regarding borrowing. Ms. Smith stated that the policy is “forward thinking,” since it includes the addition of accepting Library cards scanned onto smart phone apps and the new smart scanners for said apps. Further, Ms. Smith reviewed the policy in detail. The Board asked if the new scanners would be “time savers?” Ms. Smith stated that the new scanners would assist both Circulation and Technical Services will their duties and tasks. Ms. Smith did look at other Library policies who has smart scanners.

The last policy reviewed was one on Social Media. The Library has not had a policy on Social Media. Ms. Smith reviewed the need for such a policy, highlighting the need to safeguard our staff and patrons. Further, the policy covers cyber-bullying in regards to students and includes reference to the Board of Education’s policy on this topic. The Board asked can we contact the students’ parents. Mr. Jackson asked that of course we can and do if the situation calls for it, but that he included the part about being in accords with the School’s policy as a method of helping the Library’s staff to deal with cyber-bullying. Since, as Mr. Spirito stated, if there is any situation that flows over from outside of school in, it is their legal obligation to deal with it.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Ms. Smith reported the Hawthorne Day went well for the Library. She thanked Mr. Metzler for helping her bring the large knitted book back to the Library.

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

PERSONNEL

Linda Missonellie, Committee Chairperson

The Page position currently remains open and the Library will repost the position.

PROFESSIONAL DEVELOPMENT

Monica Smith, Director

N/A

NOMINATING

Sharon Abbood, Committee Chairperson

Any Board member who is interested in serving as an office for next year should let Ms. Abbood know.

NEGOTIATIONS

Linda Missonellie Committee Chairperson

On 9/16, the Library and the UPSEU had its first meeting and each side presented its proposals. The next meeting is scheduled for 10/21 at 10am.

MEETING ROOM APPLICATIONS: None at this time.

OLD BUSINESS

The Hawthorne Chief of Police presented to the Board on 10/12 at 4pm, topic Active Shooter. This was a Board training session.

NEW BUSINESS

The Friends of the Library made a profit of \$528.21 from the Art Show. However, this may have been the last art show, since at this time it is unknown who will run it. The Friends will vote on this at their next meeting. In addition, the Friends are working on new ways to help fund the Library's periodical subscriptions. The Friends did fund one of the licenses the Library uses to show movies. They are currently running a pet contest and are working on a fund raising program for December with B.Witching Bath Co. in Hawthorne.

The Library will be a drop-off location for Toys for Tots.

The Library will work with RBARI for an event in the Spring.

The Library will into adding more trees along Grand Ave. with the help of the Shade Tree project.

The Library will see if the Borough's insurances regarding notary services would include Library staff.

The bill for the boiler mentioned at the October Council Meeting is not for the Library's boiler.

An OSHA inspection is not covered in the service contract.

Ms. Smith is interested in attending classes on QuickBooks at the Small Business Development Center at Raritan Valley Community College.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- Resolution #2016-R12: Approve the 2017 Meeting Schedule for the Board of Trustees for the Louis Bay 2nd Library and Community Center**

Library Board Roll Call Vote – passed 6-0, 3 Absent.

	<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		x						x	x

The Board approved the Board Meeting Schedule for the calendar year of 2017.

- Resolution #2016-R13: Approve the 2017 Holiday Schedule for the Board of Trustees for the Louis Bay 2nd Library and Community Center**

Library Board Roll Call Vote – passed 6-0, 3 Absent.

	<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									

However, the Board will need to review the proposed Holiday Schedule and return to it at the next Board meeting. Since some holidays fall on a Saturday and there are clarifications that need to be addressed.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: (7:05pm)

Library Board Roll Call Vote – passed 6-0, 3 Absent

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

	<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		
Nay									
Abstain									
Absent		x						x	x

Next Regular Meeting- Wednesday, November 9, 2016 at 5:00 P.M.

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

Summary of Resolutions and Votes

- **Vote #2016-V030: Approving the Minutes for September 14, 2016– Regular Public Meeting.** 2
- **Resolution #2016-R09: Accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library, Hawthorne, NJ for the Years ended December 31, 2015 and 2014.** 2
- **Vote #2016-V031: Approving the Bill List (September 15, 2016 to October 12, 2016, inclusive)** 3
- **Resolution #2016-R10: Approve modifications to the Library's 2016 budget:**
 - **21 - Staff Development \$1500 -> 19 – Equipment**
 - **26 – Legal Fees \$4500 -> 19 – Equipment \$1000, 24 – Computer Costs \$500, 16 – Maintenance \$3000**
- **Resolution #2016-R11: Approve up to \$16,902 from Capital Reserve for the repair/upgrade of the security camera systems as quoted from Open Systems** 3
- **Vote #2016-V040: Approving the First Reading for Policy changes:** 5
 - **Registration**
 - **Circulation**
 - **Social Media**
- **Resolution #2016-R12: Approve the 2017 Meeting Schedule for the Board of Trustees for the Louis Bay 2nd Library and Community Center** 7
- **Resolution #2016-R13: Approve the 2017 Holiday Schedule for the Board of Trustees for the Louis Bay 2nd Library and Community Center** 7