

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

Minutes – November 9, 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	*		
E. Vicki Arians	12/2019	*		5:50
Theresa DiGeronimo, Supt. Alternate	N/A		*	
Richard Goldberg, Mayor	N/A	*		
Jean Mele	12/2017	*		
Joseph Metzler	12/2016	*		
Linda Missonellie, Vice President	12/2018	*		
Terry Segro	12/2017	*		
Gary Sinning, Mayor's Alternate	12/2017	*		
Richard A. Spirito, Jr. Supt. of Schools	N/A	*		
Dr. Richard A. Spirito, President	12/2020	*		
Monica Smith, Director	N/A	*		
Nicholas Jackson Recording Secretary	N/A	*		

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

## Board of Trustees Regular Monthly Meeting

Approval of the minutes for October 12, 2016– Regular Public Meeting

**• Vote #2016-V041: Approving the Minutes for October 12, 2016– 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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion	2					1			
Aye	*			*	*	*	*	*	
Nay									
Abstain			*						*
Absent		*							

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

COMMUNICATIONS

Monica A. Smith, Director

11/9/16: The Library has received the check from the Frank Rea Trust in the amount of \$24,548.54 dollars. The sum will be placed into the Louis Bay 2<sup>nd</sup> Library & Community Center Philanthropic Fund.

Ms. Smith shared “New Jersey Public Library Budget Basics” and “Libraries – The Original Shared Service” documents from the *Trustee Education Committee* of BCCLS with the Board to read at their leisure.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2016-V042 Approving the Bill List (October 13, 2016 to November 12, 2016, inclusive)**

Library Board Roll Call Vote: Ms. Missonellie abstains on Bill List items #7270 & #7283

	<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	*		*	*	*	*	*	*	*
Nay									
Abstain									
Absent		*							

In reviewing the Bill List, Ms. Mele asked for clarification on the following items: #7268, #7271, #7276, & #7278. Ms. Smith explained each item. There was a question regarding the invoice and bill from Demco (#7420), it was a corrected and updated invoice from last month.

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

## Board of Trustees Regular Monthly Meeting

### BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

10/21/16: Metal truck picked up broken table & book cart.

10/31/16: Maintenance was performed on the heating system.

11/1/16: Mr. Metzler fixed barrier to the YA room.

11/1/16: DPW changed their recycling schedule from Tuesday to Thursday.

11/7/16: There was a noise coming from the roof of the Library in the evening. Reiner was called and an appointment was scheduled.

11/4/16: The garbage cans outside the Library are full and have not been emptied.

11/16: The roof drains have yet to be cleaned. The Mayor stated the Borough has a new vendor.

Ms. Smith asked Mr. Mauer to inquire about the when the roof drains will be cleaned and if the Library's notary would be covered by the Borough's insurance. Ms. Smith is waiting on a response.

### TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Mr. Spirito reported that Open Systems received the Library's P/O and they ordered all the equipment which will be installed once they receive all the equipment.

Ms. Smith is still waiting for approval from the Middlesex Commission.

### POLICY

Vicki Arians, Committee Chairperson

**• Vote #2016-V043: Approving the Second Readings for Policy changes:**

- **Registration**
- **Circulation**
- **Social Media**

Ms. Smith presented these three policies for the second reading.

In regards to the Library Card applications send to the High School, the Library only had issues with two of the applications.

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	2			1					
Aye	*		*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

### COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Friends of the Library:

10/1-31: Pet Photo Contest had a tremendous response, over 100 photos entered. After the judging, the contest was extended to have a "People's Choice" winner for each animal category.

Ms. Metzler spoke about the Holiday Fund Raiser the Friends of the Library are doing with Bewitched on 12/4.

The status for Mary Lou deadline will soon be up.

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

## Board of Trustees Regular Monthly Meeting

A member of the Friends will have to take over the organization of the Book Sale Room soon, since the couple who have done it are moving.

The Friends are sending books to Soldiers overseas.

The next Friends meeting will be on 12/5.

### PERSONNEL

Linda Missonellie, Committee Chairperson

Page position remains open; re-posted

The Board suggested the Director contact Hawthorne High School for students who do work-study.

### NOMINATING

Sharon Abbood, Committee Chairperson

Next month the Board will vote on officers for 2017.

### NEGOTIATIONS

Linda Missonellie Committee Chairperson

10/21 – Negotiations meeting with UPSEU.

10/28 – Negotiations meeting with UPSEU. The Memorandum of Agreement was finalized with the changes to the contract. Waiting for contract to be ratified, then the contract will be updated for the final signatures of both parties.

There will be a 2% increase for 2016, 1.8% increase for 2017 & 1.8% increase for 2018. A Personal Day will be added beginning in 2017. Only three members of the staff can be part of the negotiation committee during their normal scheduled shifts. Any staff working over 5 hours will get a ½ hour break. Staff can be rescheduled for training with two week notification. New job titles were approved.

### PROFESSIONAL DEVELOPMENT

The Board approved the All Staff Meeting for 12/9. The Library will close at 3pm for training.

The Board asked about ID badges, some staff has older ones from the Borough, but the Personal Committee will look into badges for the staff.

### MEETING ROOM APPLICATIONS

None

### OLD BUSINESS

The Mayor will inquire about notary insurance.

Toys for Tots dropoff box received

Knights of Pythias / Jersey Cares coat collection box received

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

## Board of Trustees Regular Monthly Meeting

**NEW BUSINESS**

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- **Resolution #2016-R13: Approve the 2017 Holiday Schedule for the Louis Bay 2<sup>nd</sup> Library and Community Center**

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	*		*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

Board Holiday Dinner on 12/14

PUBLIC BE HEARD: None

**MOTION TO GO INTO PRIVATE SESSION:**

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									
Aye									
Nay									
Abstain									
Absent									

**PRIVATE SESSION:**

**MOTION TO EXIT FROM PRIVATE SESSION:**

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									
Aye									
Nay									
Abstain									
Absent									

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

## Board of Trustees Regular Monthly Meeting

MOTION TO ADJOURN at 5:56 pm.

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	*	*	*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

**Next Regular Meeting – Wednesday, December 14, 2016 at 5:00 P.M.**

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

Summary of Resolutions and Votes

•	Vote #2016-V041: Approving the Minutes for October 12, 2016– Regular Public Meeting.	2
•	Vote #2016-V042 Approving the Bill List (October 13, 2016 to November 12, 2016, inclusive)	2
•	Vote #2016-V043: Approving the Second Readings for Policy changes:	3
○	Registration	3
○	Circulation	3
○	Social Media	3
•	Resolution #2016-R13: Approve the 2017 Holiday Schedule for the Louis Bay 2 <sup>nd</sup> Library and Community Center	5