

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

Minutes – January 11, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:03pm

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, 2017.

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	*		5:25
Theresa DiGeronimo, Supt. Alternate	N/A	*		
Richard Goldberg, Mayor	N/A	*		5:05
Jean Mele	12/2017	*		
Joseph Metzler	12/2016	*		
Linda Missonellie, Vice President	12/2018	*		
Terry Segro	12/2017	*		5:35
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	*		

The Board of Trustees welcomes, Marie Coughlin, Executive Director of BCCLS, to the first Board meeting of the year. Ms. Smith and Dr. Spirito invited Ms. Coughlin to the Library’s Board meeting. Although, Ms. Coughlin has been Executive Director of BCCLS for about two years, this is her first time to a Board meeting of the Louis Bay 2<sup>nd</sup> Library.

Dr. Spirito asked Ms. Coughlin about the future of BCCLS, since BCCLS is not only Bergen County. Ms. Coughlin addressed the issue of “non-Bergen” libraries, stating that although the name of the cooperative retains the word Bergen, it has grown beyond that. In addition, Ms. Coughlin hopes that all its member libraries are pleased with BCCLS. In regards to the future of BCCLS, it is important that BCCLS and its member libraries are up-to-date with their technology, that we keep pace with current trends, and that we continue to grow eBCCLS. Since the BCCLS electronic/digital library circulates more than all the physical libraries combined.

Ms. Mele asked if our Library was an equal member, to which Ms. Coughlin answered yes.

Dr. Spirito asked what services the Library pays BCCLS for, Ms. Coughlin numbered the different services BCCLS provides, some of them being the ILS, ebooks, eaudio, and cataloging. Further, Dr. Spirito asked who pays for ILL delivery, Ms. Smith stated it is LibraryLinkNJ and the State Library.

Mayor Goldberg asks if BCCLS does or will engage in central purchasing. Ms. Coughlin stated BCCLS does that for ebooks and other digital content.

Ms. Smith added that BCCLS has been an early adopter of new software, which will put BCCLS in an advantage position in the future regard negotiations of terms with vendors.

Mr. Metzler asked if BCCLS was planning on growing and adding other libraries from Passaic County, namely libraries from PALS Plus. Ms. Coughlin stated there were no plans at the moment, but that in the future that could change.

Ms. Smith added another benefit of BCCLS was the professional development and the different BCCLS committees where member librarians’ assisted in creating, development, and implementing change with BCCLS.

Approval of the minutes for December 14, 2016– Regular Public Meeting

- **Vote #2017-V001: Approving the Minutes for December 14, 2016– Regular Public Meeting.**

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

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

**Resolution #2017-R001: Adoption of the By-Laws, Policies, and Procedures; Naming Official Newspapers; Naming Official Depositories; Naming the annual auditor.**

*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							*		

Ms. Missonellie abstains on Naming Official Newspapers

**COMMUNICATIONS**

Monica A. Smith, Director

Ms. Smith has received and approved the BCCLS Certification of Agreement 2017.

**FINANCIAL REPORTS/BILL LIST**

Jean Mele, Committee Chairperson

**Vote #2017-V002 Approving the Bill List (November 10, 2016 to January 11, 2017, inclusive)**

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

Ms. Missonellie abstains on Bill List # 7307 & 7316.

All the checks to be signed are from November, December, and January.

Ms. Smith still has not received the budget template from Borough Hall. Although, the Library should have received the template by November and it was due by December. The other departments of the Borough have had their budget hearing already. Mayor Goldberg is going to inquiry into why the Library has not received the budget template.

**BUILDINGS AND GROUNDS**

Joseph Metzler, Committee Chairperson

The elevator is still in need of repair. According the repair company, it should not be used. The company is in the process of locating the blueprints for the elevator.

According to Mr. Metzler, the elevator was added in the 1978 addition to the Library, a copy of the blueprints may be within the records at the Building department. Mr. Metzler suggested that Ms. Mele contact Ms. DiBella to inquiry.

The Library is currently having issues with a roof leak, a gutter leak, and roof trim is missing. Boswell has been contacted regarding these issues. However, no one has come to the Library to investigate. Mayor Goldberg will follow up with Boswell.

In addition, Mr. Metzler report that the piping near the rain garden and new walkway is not draining properly. Moreover, Dr. Spirito discussed the issue of snow removal on Library grounds. The DPW is to salt and shovel the walkways, as well as, plow the parking lot. It is not the job of Library staff to shovel and salt the walkways. The staff is to call the DPW.

TECHNOLOGY Richard A. Spirito, Jr., Committee Chairperson

The new security system has been installed and it is functioning well overall. There are some issues with remote access and Cable Vision; however, OS is working on it.

The BCCLS core switch is scheduled for 2/9/17 and will cost \$1,200. This cost will be taken out of capital reverse.

POLICY Vicki Arians, Committee Chairperson

None

COMMUNITY PUBLIC RELATIONS Jean Mele, Committee Chairperson

On behalf of the staff, Ms. Smith thanked Mayor Goldberg for the kind invitation to the Borough Holiday luncheon.

PERSONNEL Linda Missonellie, Committee Chairperson

- Vote #2017-V003 – Accept the resignation of Business Manager, Monica Glatly, effective December 22, 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	*	*	*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

- Vote #2017-V004 – Approve the hiring of a temporary, part-time bookkeeper, at \$22.70 per hour, 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									

- Resolution #2017-R002–Approve the use of Prolibra at \$35 per hour, not to exceed 15 hours (\$525.00) to be paid from the Capital Reserve Account.**

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									

Up to this point, the Library has had been using a temporary part-time bookkeeping through Prolibra. Ms. Smith emailed other library directors in BCCLS and inquired if they could recommend a temporary/part-time bookkeeper who has worked within BCCLS. The director of Mahwah, Kurt Haderler, recommended his part-time bookkeeper Lori Pankewicz. The Library will conclude using Prolibra as of 1/11 and will begin to have Ms. Pankewicz assisting as of 1/13. Ms. Pankewicz will act as the Library’s temporary/part-time bookkeeper until the full-time position is posted and filled.

Dr. Spirito put forth the question of whether or not a supervisor should be working every Saturday. In his opinion, there should be a supervisor here every Saturday. Ms. Smith did not think that was necessary. The Board overall agreed that the Library should have a supervisor on duty every Saturday. The Board asked Ms. Smith to develop a schedule to provide a supervisor present every Saturday. The schedule would be presented and reviewed at the February board meeting.

NOMINATING Sharon Abbood, Committee Chairperson

None

NEGOTIATIONS Linda Missonellie, Committee Chairperson

According to Ms. Missonellie, the Memorandum of Agreement has been ratified; Ms. Smith will confirm that with Eric Mauer and then update the contract with the changes and hand it off to Eric as previously discussed.

PROFESSIONAL DEVELOPMENT

Ms. Smith has been appointed to the BCCLS Billing Task Force, Library Administration, Management, & Personal and the Reciprocity Task Force. Ms. Fletcher has been appointed to the BCCLS Policies and Procedures Committee. Mr. Jackson has been appointed to the BCCLS Public Relations Committee. Committees.

Following up on one of the statements made by Ms. Coughlin, Mayor Goldberg asked if the Passaic County Freeholders give any funding to the Louis Bay 2<sup>nd</sup> Library. According to Ms. Smith, they do not and further the Louis Bay 2<sup>nd</sup> Library is the only library from Passaic County in BCCLS. Mayor Goldberg asked if the Freeholders give any funding to other Passaic County Libraries. Ms. Smith has no knowledge of any funding that is given to PALS Plus (Passaic County New Jersey Area Libraries). Mr. Jackson stated that PALS Plus is made up of towns outside Passaic County and at least two colleges. Ms. Missonellie asked Mr. Jackson to find out what towns outside Passaic County were apart of PALS Plus and if the Freeholders gave any funding to them.

MEETING ROOM APPLICATIONS

Although, there are not any new Meeting Room Applications at this time, the Mayor inquired about the confusion regarding the use of one of the Library’s meeting rooms by the Rotary Club. Mr. Jackson explained the Library did not have the paperwork for 2017 at the beginning of the year, however, that issue has been corrected. Ms. Missonellie asked about the status of other clubs and organizations paperwork that meet at the Library, Mr. Jackson stated that he and Mr. Keeble are following-up with each club and collecting their paperwork.

OLD BUSINESS

No old Business per say, but, congratulations to Mr. Jackson on the birth of his child.

NEW BUSINESS

Committee Chairpersons for 2017 are the same as 2016:

- FINANCIAL REPORTS/BILL LIST: Jean Mele
- BUILDINGS AND GROUNDS: Joseph Metzler
- TECHNOLOGY: Richard A. Spirito, Jr.
- POLICY: Vicki Arians
- COMMUNITY PUBLIC RELATIONS: Jean Mele
- PERSONNEL: Linda Missonellie
- NOMINATING: Sharon Abbood
- NEGOTIATIONS: Linda Missonellie

PUBLIC BE HEARD: None

MOTION TO ADJOURN at 6:45 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					1		2		
Aye	*	*	*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

**Next Regular Meeting – Wednesday, February 8, 2017 at 5:00 P.M.**

## Summary of Resolutions and Votes

- **Vote #2017-V001: Approving the Minutes for December 14, 2016– Regular Public Meeting.** 2
- **Vote #2017-V002: Adoption of the By-Laws, Policies, and Procedures; Naming Official Newspapers; Naming Official Depositories; Naming the annual auditor.** 3
- **Vote #2017-V003 Approving the Bill List (November 10, 2016 to January 11, 2017, inclusive)** 2
- **Vote #2017-V004 – Accept the resignation of Business Manager, Monica Glattly, effective December 22, 2016.** 3
- **Vote #2017-V005 – Approve the hiring of a temporary, part-time bookkeeper, at \$22,70 per hour, 20 hours per pay period and approve the use of Prolibra at \$35 per hour, not to exceed 15 hours** 3