

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

Minutes – April 12, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:00 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, 2017.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Sharon Abbood	03/2017	*		5:11
E. Vicki Arians	12/2019		*	
Theresa DiGeronimo, Supt. Alternate	N/A		*	
Richard Goldberg, Mayor	N/A	*		
Jean Mele	12/2017	*		
Joseph Metzler	12/2021	*		
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	*		

APPROVAL OF THE MINUTES FOR: February 8, 2017– Regular Public Meeting

**• Vote #2017-V010: Approving the Minutes for March 8, 2017– Regular Public Meeting.**

Library Board Roll Call Vote

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

PUBLIC BE HEARD – AGENDA ITEMS ONLY: N/A

COMMUNICATIONS

Monica A. Smith, Director

Ms. Smith received the executed agreement from NRESC, a letter regarding Ms. Mele’s bond application, and a letter from BCCLS thanking the Louis Bay 2<sup>nd</sup> Library for our donation to the Robert W. White Scholarship.

Ms. Smith inquired about Letters of Appointment for members of the Board. The Mayor said that Ms. DiBella can get those Letters of Appointment for Ms. Smith.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2017-V011: Approving the Bill List for 1/12/2017 through 3/9/2017 , inclusive.**

Library Board Roll Call Vote

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

Ms. Smith wanted to point out an issue with Check # 7445 for Awesome Library Services, that is, there has been an ongoing issue with the Library website (which Awesome Library Services hosts) and they have not resolved those issues. Ms. Smith would like the checked signed, but will wait to send them until Mr. Jackson has been able to resolve those issues with them.

Members of the Board inquired about the Bill List and Incoming & Expenses for Capital Reserve. The spending on the Bill List was for the Security System. As for the whole Incoming & Expenses report, a Board meeting to Board meeting report will do for each Board meeting.

Members of the Board inquired about the Bill List and Trial Balance for the Philanthropic Fund. A report for the Board is only needed when there is movement and a change in the balance. Ms. Missonellie asked if we were going to place the balance of the Philanthropic Fund into a CD. Ms. Smith stated that the balance of the Philanthropic Fund will be needed in the near future.

## BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

On March 14<sup>th</sup>, during the last snow removal, a part of the front courtyard planter was displaced by a snow blower. Mr. Jackson spoke to DPW after the incident occurred and has been in contact with them regarding its repair, which will occur once it is warmer outside and it can be cemented. Further, the DPW was asked to remove snow and ice from the sidewalk connecting the parking lot and Children's as well as the emergency exit doors which double as the staff entrance and exit during opening and closing. However, this was not done.

On April 8<sup>th</sup>, the Democrat Club cleaned up the front courtyard planters and planted new flowers. After a leak in the Loft and Room B due to rain on April 6<sup>th</sup>, Pfister came to the Library and made the necessary repairs. Mr. Metzler said that Pfister was the wrong contactor and should not have been called to repair the roof. He asked how they were called. Mr. Jackson stated that he was informed of the leak the following morning, April 7<sup>th</sup>, and called DPW. DPW came and looked at the interior of the areas affected and stated they would call the roofing company. The following Monday, Ms. Smith and Mr. Jackson spoke to the gentlemen from Pfister. It was concluded that someone at the Boro called them.

Ms. Smith asked the Building and Grounds Committee to schedule a meeting to discuss the Library Foyer project. They scheduled the meeting for April 18<sup>th</sup> at 4:30pm.

## TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith presented a general overview of a technology plan regarding the reconfiguring and upgrading of Library technology. In particular, Ms. Smith discussed making changes (adding internet) to the PCs in the alcove in the Children's Room, upgrading the scanners at each service desk, upgrading non-BCCLS staff PCs over the next few years, and moving the Library's equipment out of the BCCLS cabinet and into our own cabinet.

Dr. Spirito asked how many staff PCs were there and the Library has 11.

Ms. Smith further mentioned she wanted to add MS Office to the staff PCs and is going with Mr. Hlavacek of ESCNJ on pricing.

Mr. Spirito suggested that the Library look into Google Docs over MS Word. Ms. Smith is going to see if Mr. Hlavacek can get the Library campus pricing for MS Word and the other programs.

Ms. Missonellie was concerned about internet access of the PCs in the Children's room. Dr. Spirito also voiced concern. Ms. Smith stated the PCs will be password protected and it would be similar to accessing the Library's PCs in any other area of the Library.

The Technology would like to meet and discuss these plans with Ms. Smith and Mr. Hlavacek.

## POLICY

Vicki Arians, Committee Chairperson

N/A

## COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Ms. Smith highlighted some of the programs at the Library in March. In particular, the two different dancer groups for St. Patrick's Day (one supported by the Friends), the Sports Psychologist, and the Easter Egg Hunt.

Ms. Missonellie asked about attendance for each Adult program. Mr. Jackson stated there was over a hundred people at each dance concert and over twenty-five people at the Sports Psychologist lecture. She was concerned that the Egg Hunt could have overlapped with the Adult program that afternoon. Mr. Jackson stated he would look more closely at the calendar to make sure that there are not too much programs on any given Saturday.

PERSONNEL

Linda Missonellie, Committee Chairperson

- Vote #2017-V012: Approving the hiring of Mary Ellen Puzen as Business Manager, 70 hours/pp, \$41,400 per year, retroactive to 4/3/2017.**

Library Board Roll Call Vote

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

NOMINATING

Sharon Abbood, Committee Chairperson

N/A

NEGOTIATIONS

Linda Missonellie Committee Chairperson

Ms. Smith stated that the email from Mr. Bush has been sent and received by the Negotiation Committee regarding dates to meet and negotiate the IUJAT contract.

MEETING ROOM APPLICATIONS

Although, there were no “new” applications at this time, upon reviewing the Head of Adult Services March report, Ms. Missonellie asked about applications for Amnesty and Avon. Mr. Jackson stated that it is the local Hawthorne group of Amnesty meeting at the Library and that Avon has met in the past and will pay the fee for the room. This is why they were not on the list, since one is a Library program, and the other was approved in the recent past. Dr. Spirito asked what the application policy states. Ms. Smith stated that the policy says that new applications need to be approved. Mayor Goldberg suggested that in the future, groups that were approved could be given like-for-like status.

PROFESSIONAL DEVELOPMENT

- Resolution #2017\_R004: A222/S2171 NJ Library Construction Bill Act.**

Library Board Roll Call Vote

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

Ms. Smith presented information from a workshop she attended regarding a new NJ Library Construction Bill Act. She asked what would be the proper manner of asking the Borough and Board to support said bill. The Mayor stated that the Board should vote on it first and then send the resolution to the Borough and it can then be brought to the council.

OLD BUSINESS

Ms. Smith stated that she did draft a summary of the Prospect Park interlocal agreement for future use.

NEW BUSINESS

N/A

FRIENDS OF THE LIBRARY

Thank you to the Friends for supporting the Jig Factory dance program on March 18<sup>th</sup>, as well as, Staff Appreciation lunch on April 10<sup>th</sup> for National Library Week.

The dedication of the statue honoring Mary Lou Frankel will be on April 22<sup>nd</sup> at 11 am.

The deposit for the reupholstering of some of the Library’s chairs was made to Cupo Interiors and the fabric was ordered.

The Mayor added that the Chamber is looking into making the Art Show (formally run by the Friends) a part of Hawthorne Day in an informal way.

MOTION TO ADJOURN: 6:03pm

*Library Board Roll Call Vote*

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

**Next Regular Meeting – Wednesday, May 10, 2017at 5:00 P.M.**

## Summary of Resolutions and Votes

- Vote #2017-V010: Approving the Minutes for March 8, 2017– Regular Public Meeting. 2
- Vote #2017-V011: Approving the Bill List for 3/9/2017 through 4/12/2017 , inclusive. 2
- Vote #2017-V012: Approving the hiring of Mary Ellen Puzen as Business Manager, 70 hours/pp, \$41,400 per year, retrocative to 4/3/2017 4
- Vote #2017-R04: A222/S2171 NJ 5