# Louis Bay 2nd Public Library

## Board of Trustees Regular Monthly Meeting

## Minutes – August 16, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER: Time: _____5:02 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 | * | | |
| E. Vicki Arians | 12/2019 | * | | 5:20 |
| 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<br>Recording Secretary | N/A | * | | |
| Mary Ellen Puzen<br>Business Manager | N/A | * | | |

APPROVAL OF THE MINUTES FOR: June 14, 2017– Regular Public Meeting

- **Vote #2017-V023: Approving the Minutes for July 12, 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 | | | | 2 | 1 | | | | |
| Aye | * | | * | * | * | * | * | | |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | * | | | | | | * | * |

PUBLIC BE HEARD – AGENDA ITEMS ONLY: Not at this time.

**COMMUNICATIONS** Monica A. Smith, Director

The Library gave a number of books in French to the Winterthur/University of Delaware Program in Art Conservation. Mr. Jackson coordinated the donation. We have received a thank you letter in return. The Board will put forth a resolution next month approving the gifted books to the Winterthur/University of Delaware Program in Art Conservation.

Mr. Jackson presented positive remarks and comments made of the Library's Facebook page.

Ms. Missonellie shared an ad regarding the "solar eclipse party" in Hawthorne on the 21st of August at the band shell, with the Library's logo on it. However, the Library is not sponsoring the event. The Library is only selling the solar glasses on behalf of the Friends of the Library. Ms. Missonellie and other members of the Board were concerned that the Library's logo was placed on the ad. The Board passed a resolution stating the Library did not consent to having its logo in the ad; the Library is not sponsoring the event, and the Library is only selling the glass for the Friends of the Library.

- **Resolution #2017-R007: The Louis Bay 2nd Library is only a point of sell of the solar eclipse glasses, the Louis Bay 2nd Library is in no way responsible for the solar eclipse glasses and is not sponsoring the "solar eclipse party" on 8/21.**

*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 | | * | | | | | | * | * |

**FINANCIAL REPORTS/BILL LIST** Jean Mele, Committee Chairperson

- **Vote #2017-V024: Approving the Bill List for 7/13/2017 through 8/16/2017 , 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 | | | | 1 | 2 | | | | |
| Aye | * | | * | * | * | * | * | | |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | * | | | | | | * | * |

Ms. Missonellie inquired who Alexandria McLean was; Mr. Jackson stated she is current yoga instructor.

Mr. Metzler discussed the estimate done by Hawthorne Glass & Mirror to repair and replace nine of the Library's windows which have cracks in them. Further, he mentioned that the Water Department repaired and replaced faucets in the Library.

Ms. Smith mentioned that the auditors requested a meeting with the Finance Committee before the next board meeting. The Finance Committee will be scheduling a meeting with the auditors.

**BUILDINGS AND GROUNDS** Joseph Metzler, Committee Chairperson

Ms. Smith reported that a patron saw an animal climb under the roof of the children's section of the Library. However, animal control cannot find any evidence of an animal climbing into the Library.

Mr. Metzler reiterated that situation with the windows and the faucets, stating that the Borough with cover the cost of the faucets and the Library with cover the cost of the windows.

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

Ms. Smith reviewed the work that has been done by NRESC so far. That is, the Library's equipment has been removed from the BCCLS cabinet, the four PCs in the children's room have been reconfigured for gaming but they do not have enough memory.

Ms. Smith met with NRESC to develop a replacement schedule for the staff PCs. The goal is to replace four staff PCs before the end of the year. Then replace four more PCs next year and the last two the year after that. It is important to upgrade since the staff PCs are from 2010. NRESC is working on a quote for the replacement PCs. Ms. Smith will have to see if Dell works with the Coop. NRESC estimates $700-800 per PC. Further, the Library can get Student version of Microsoft Office, however, it does not have Publisher. So, the Library may get Publisher separately for the staff members who need it most.

The Library is waiting on a new quote for the scanners.

Ms. Puzen presented a proposal from ProCopy for either purchasing or leasing a new staff copier. Whichever avenue the Library chooses to purse, ProCopy would give the Library a floor model for public use. Mr. Metzler asked if ProCopy has a state contract, Ms. Puzen is going to look into that. If they are not, the Library will have to get three bids.

**POLICY** Vicki Arians, Committee Chairperson

Ms. Puzen has been a notary and is planning on renewing her notary status, and is interested in providing the service to the patrons of the Library. Ms. Smith will present a notary policy for a first reading in September.

Ms. Puzen looked into the question of notary insurance and stated that the notaries at the Borough do not have separate insurance.

The Board said that the Library will pay for Ms. Puzen to be renewed and the money collected from the notary services with return to the Library.

**COMMUNITY PUBLIC RELATIONS** Jean Mele, Committee Chairperson

Ms. Smith discussed the successful programs held by the Library this past month: from Family Bingo, to Yoga, to a new YA book club for adults.

Mr. Metzler asked about Family Bingo, Mr. Jackson stated that there were over forty people in attendance and that the prizes were pantries, muffins, etc.

**PERSONNEL** Linda Missonellie, Committee Chairperson

N/A

**NOMINATING** Sharon Abbood, Committee Chairperson

Ms. Abbood discussed the need to change how nominations will be done for the future. She would like to discuss this issue at the next Board meeting.

**NEGOTIATIONS** Linda Missonellie Committee Chairperson

At the time of the negotiation meeting, 8/4, no agreement had been reached. A counteroffer was sent via email on 8/11; however, IUJAT has indicated their want to enter into mediation.

**MEETING ROOM APPLICATIONS**

None at this time.

**PROFESSIONAL DEVELOPMENT**

Mr. Jackson has been chosen to participate in Super Supervisor Workshop Series: Stepping Up to Supervisor Fall 2017 at the Parsippany Public Library through LibraryLinkNJ. It is a four course workshop series, occurring on 9/7, 9/28, 10/3, & 10/18.

Ms. Puzen would like to schedule AED & CPR training for the staff. Mayor Goldberg said to call Police Chief McAuliffe and schedule the training with him.

**OLD BUSINESS**

None at this time.

**NEW BUSINESS**

Ms. Abbood shared information about the Sussex County Library that she found at the Sussex County Fair. It includes information about the Library's history and home-bound service.

Ms. Smith discussed an incident that occurred outside the Library on 8/11 between two patrons. Ms. Arians said that the incident was not in the Library, Library should not be involved. Further, she stated that the parties need to file their complaints with the police.

FRIENDS OF THE LIBRARY

The Friends of the Library are selling many of the solar eclipse glasses.

MOTION TO ADJOURN: 6:16pm

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

Next Regular Meeting – Wednesday, September 13, 2017 at 5:00 P.M.

## Summary of Resolutions and Votes


- Vote #2017-V023: Approving the Minutes for June 14, 2017– Regular Public Meeting. 2
- Resolution #2017-R007: The Louis Bay 2nd Library is only a point of sell of the solar eclipse glasses, the Louis Bay 2nd Library is in no way responsible for the solar eclipse glasses and is not sponsoring the "solar eclipse party" on 8/21. 2
- Vote #2017-V024: Approving the Bill List for 7/13/2017 through 8/16/2017 , inclusive. 3