

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – November 8, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:01 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		*	
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	*		
Mary Ellen Puzen Business Manager	N/A	*		

APPROVAL OF THE MINUTES FOR: October 11, 2017– Regular Public Meeting

• Vote #2017-V035: Approving the Minutes for October 11, 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

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

• Vote #2017-V036: Approving the Bill List for 10/12/2017 through 11/8/2017 , 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	*	*		*					

Dr. Spirito asked why the Memo section of #7653 on the Bill List was another set of numbers and not an actually memo and what was IDT America? Ms. Puzen answered that set of numbers in the Memo field was the Library’s account number and that IDT America is the Library’s long distance provider.

Ms. Smith presented the 2018 Library Budget to the Board. The 2018 Budget was reviewed by the Finance Committee. The Committee suggested some minor changes placing all technology under Computers, which Ms. Smith followed. The final draft was submitted to Mr. Mauer on November 3rd. Ms. Smith also stated that the Library Budget is within a 2% increase and Major Goldberg said it would be Budget neutral.

• Resolution #2017-R012: Approving the 2018 Library Budget.

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	*	*							

Since the New Jersey State minimum wage will increase from \$8.44 an hour to \$8.60, Ms. Smith planned for that increase in the Budget for the Pages.

Dr. Spirito asked if the new BCCLS billing model passed, Ms. Smith replied yes it had and Mr. Metzler asked how the new billing model would affect the Library. Ms. Smith stated our BCCLS bill would go down slightly. Ms. Smith also mentioned that Rochelle Park voted to municipalize their Library and that in time; Rochelle Park would become a part of BCCLS again.

COMMUNICATIONS

Monica A. Smith, Director

Mr. Jackson reported that there has been a number of positive letters & notes regarding the resume workshops, reference staff, and Library. The Library received a twenty dollar donation for the assistance with resumes and another twenty dollars for help with a Tech Tutoring session.

Dr. Spirito stated the Board had received another letter from a different young person regarding the reduction in YA programs. The Dr. Spirito and Mayor Goldberg asked Mr. Jackson if he knew him (Mr. Jackson does) and asked Mr. Jackson to speak with the young person. Dr. Spirito asked Ms. Smith if she responded to the first letter, which she did, and asked her to respond in kind to this letter. Mr. Jackson state he would speak to the young person and their parents if need be.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Ms. Puzen presented the building & grounds report: she spoke with Mr. Gordon (contractor) and he will come to the Library the week of 11/20, the Library is still waiting on Mr. Weisz to give the Library an estimate on painting the foyer, the soda machine was repaired, the DPW fixed a basement window, the outside lights were replaced, the carbon monoxide detectors was being installed, the gutters were cleaned out, the sprinkler lines were flushed, placed work order for lights in the Quiet Study Room to be replaced. Acorn Pest Control returned and all of the poison was taken from the traps. The Library will schedule AED/CPR training with the Chief of Police as soon as he gets his new card. The new copiers are working well. The rug cleaning service, Trinity Rugs, will be cleaning the rugs on 11/10. In addition, Reiner's winter maintenance is scheduled for 11/16.

The Mayor added that in regard to Mr. Gordon, the Boro will take care of the work permits.

Ms. Missonellie asked what was being moved in the foyer. Mr. Metzler stated that the pay phone will be removed, the radiator will be covered, the cork boards will be moved, the TV will be moved, and the fire extinguisher will be moved as well.

Dr. Spirito asked why the TV was being moved; Ms. Smith responded that according to the designer's Plan A, the TV would be moved to make room for the acoustic panels.

Further, Ms. Smith spoke about the animal noises above the offices in the Children's Room. Both Ms. Hollis and Mr. Jackson stated they had heard animals and what sounded like the duct work above the offices. The Mayor asked if a camera could be placed into the vent. Mr. Metzler said there was no sign of animals. Board members asked if there were holes along the roof or an opening in the HVAC unit. They asked to have Reiner look at the unit. Mr. Metzler suggested that they could open a small section of the wall to check and place an access panel over it.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith stated that the new scanners were installed and configured. The announcement will be made in the upcoming newsletter. The new scanners can take photographs and video.

The Program Coordinator had difficulty with the Digital Sign, however, a technician came and rebooted the sign which corrected the issue.

The Library is still waiting on NRESC to resolve an issue with the Wifi in the Children's Services Office.

POLICY

Vicki Arians, Committee Chairperson

Ms. Smith presented a modified Circulation Policy for a 1st reading. This modified policy would increase the borrowing limits on some types of material, Video Games were added to the list, there were updates to the language for asking for cell phone numbers and emails for communication with patrons regarding interlibrary loan beyond the BCCLS system.

The Mayor asked how many items a patron could take out at one time, Ms. Smith answered 50. He also asked what if someone else wanted the item; Ms. Smith said we could place a request from another Library or place

a hold on the item. There was a question regarding if an item was lost and the billing cycle would take eight weeks.

Ms. Smith added that the interlibrary loan done by Reference will be at seven items per week. Mr. Jackson added that there are a number of patrons who use the services, no one has requested that many.

In addition, Ms. Smith mentioned that she found discussions regarding adding the patrons driver's license to the patrons record. Ms. Rees added that this was the first time she heard about such a discussion. The Board asked if the Library could ask for someone's driver's license. This issue needs to be looked into. Ms. Smith suggested adding the patron's birth month and day to their record. The question came up if a patron does not have a driver's license, Ms. Rees answered that a patron could use a State ID Card and mail with their Hawthorne address. There was a brief discuss about Social Security number, however, the Library is not sure it can ask for the kind of information.

Mr. Metzler asked Ms. Rees if her and the circulation staff had some input and were comfortable with this policy, Ms. Rees answered yes.

Next, Ms. Smith presented a vote for those who were scheduled for 12/23/17 to carry their Floating Holiday into the first quarter of 2018 since there would be only a few short amount of time for the staff to use it this year. The conversation turned to the fact that the Library would be closed Friday, open Saturday, and then closed Sunday and Monday. The Mayor suggested that it would be easier and better to close Friday through Monday for the holidays.

• Resolution #2017-R13: Approving Closing on Saturday, December 23rd, 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	*	*		*					

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Mr. Jackson presented his idea for doing a Library newsletter to mail to every resident in Hawthorne. Mr. Jackson had an example from his home Library as well as a draft he constructed.

Mr. Spirito asked if we could email it to everyone, Mr. Jackson said we only have a little over 600 people signed up to receive email news from the Library.

The Mayor asked if the Library could send a post card with the Library's information on it. Mr. Jackson expressed that it should have more information on it regarding programs, etc.

There was a discussion about the Library's programming being on the Boro calendar. Mr. Jackson stated he sends information regarding the Library's programs to the Hawthorne Press, the Gazette, the Record, the Boro, as well as placing it on social media.

Ms. Smith pointed out that the postage budget was only a thousand dollars, however, Ms. Missonellie said the Library could take money from another line item to pay for the Newsletter, and Mr. Jackson said it only cost his home library \$500 dollars to send it to over 6,000 homes.

The Mayor asked Mr. Jackson to look into the difference between Every Door and Bulk Mail.

In addition, Ms. Smith commented on the programming highlights reported by Mr. Jackson.

PERSONNEL

Linda Missonellie, Committee Chairperson

- Vote #2017-V037: Accepting the resignation of Vanessa Pena, Page – Children’s Services, as of 11/11/17.**

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	*	*		*					

- Vote #2017-V038: Approving the hiring of Kathleen Lysaght, Page – Children’s Services, at \$8.44/hours for 25 hours/pp, as of 11/21/17.**

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

The Mayor stated that changes are going to occur to the Board of Trustees in 2018. However, the Board will stay as is until the reorg meeting in January.

NEGOTIATIONS

Linda Missonellie Committee Chairperson

The next meeting with be 12/20.

MEETING ROOM APPLICATIONS

The Mayor said that the Supt. of School, Mr. Spirito, would like to try to open the Schools on Election Day, so would it be possible to use Meeting Room B for elections as well. There is no issue with this and Meeting Room C could be used as well.

PROFESSIONAL DEVELOPMENT

Ms. Smith discussed the different professional development events and meeting she attended. In addition, Mr. Jackson stated he completed his four week Super Supervisors training.

OLD BUSINESS

- Vote #2017-V039: Approving the Board Meeting Schedule for 2018.**

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	*	*		*					

The Board reviewed the proposed Schedule that was tabled from October 11th, the only changed that was decided was to meet on February 13th, a Tuesday.

NEW BUSINESS

In light of the passage of the NJ Library Construction Bond Act, Ms. Smith suggested beginning work on a strategic plan. She thinks it would be best to have a professional assist the Library with it. They could lead the focus groups with staff and patrons. Hopefully, the professional Ms. Smith has in mind could meet with the Committee and the Board, and if approved, meet with the staff at a staff meeting in the New Year.

FRIENDS OF THE LIBRARY

Since the Friends of the Library had such a successful event with Greg Calderone and one of his gigs was canceled, he offered to come back to the Library at a discounted rate.

The Night of Chocolate will be held on 2/9/18

The Veteran’s Day program is tomorrow and we are working on setting up for it.

In addition, the Friends are meeting with people and looking into prices for renovating the Staff Room.

MOTION TO GO INTO PRIVATE SESSION:

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									
Aye									
Nay									
Abstain									
Absent									

PRIVATE SESSION:

MOTION TO EXIT FROM PRIVATE SESSION:

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									
Aye									
Nay									
Abstain									
Absent									

MOTION TO ADJOURN: 6:28pm

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, December 13, 2017 at 5:00 P.M.

Summary of Resolutions and Votes

- **Vote #2017-V035: Approving the Minutes for October 11, 2017– Regular Public Meeting.** 2
- **Vote #2017-V036: Approving the Bill List for 10/12/2017 through 11/8/2017 , inclusive.** 2
- **Resolution #2017-R012: Approving the 2018 Library Budget.** 2
- **Resolution #2017-R13: Approving Closing on Saturday, December 23rd, 2017.** 4
- **Vote #2017-V037: Accepting the resignation of Vanessa Pena, Page – Children’s Services, as of 11/11/17.** 5
- **Vote #2017-V038: Approving the hiring of Kathleen Lysaght, Page – Children’s Services, at \$8.44/hours for 25 hours/pp, as of 11/21/17.** 5
- **Vote #2017-V039: Approving the Board Meeting Schedule for 2018.** 6