

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

**Minutes – April 11, 2018 –4:30 P.M.**

MEETING CALLED TO ORDER:

Time: 4:32pm

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 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, 2018.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
E. Vicki Arians	12/2019		x	
Theresa DiGeronimo, Supt. Alternate	N/A		x	
Lori Garrison	12/2022	x		
Richard Goldberg, Mayor	N/A	x		
Jean Mele	12/2022	x		
Joseph Metzler	12/2021	x		
Linda Missonellie, Vice President	12/2018	x		
Gary Sinning, Mayor's Alternate	12/2018	x		
Richard A. Spirito, Jr. Supt. of Schools	N/A	x		4:57pm
Dr. Richard A. Spirito, President	12/2020	x		
Evan Toth	12/2022	x		
Monica A. Smith, Director	N/A	x		
Morgan Taylor Recording Secretary	N/A	x		
Mary Ellen Puzen Business Manager	N/A		x	

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

## Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: March 14, 2018– Regular Public Meeting

**• Vote #2018-V013: Approving the Minutes for 14-Mar-2018– Regular Public Meeting.**

*Library Board Roll Call Vote*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion		2				1			
Aye		x	x	x		x		x	x
Nay									
Abstain					x				
Absent	x						x		

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

**FINANCIAL REPORTS/BILL LIST**

**Jean Mele, Committee Chairperson**

**• Vote #2018-V014: Approving the Bill List for 15-Mar-2018 through 11-Apr-2018 , inclusive.**

*Library Board Roll Call Vote*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			2	1					
Aye		x	x	x	x	x		x	x
Nay									
Abstain									
Absent	x						x		

Linda Missonellie asked if the library charges for yoga programs. Monica Smith informed her it does not.

**COMMUNICATIONS**

**Monica A. Smith, Director**

No report

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

Separate report

Monica Smith explained the new format of the Buildings and Grounds Report. There was discussion of fallen trees outside the Children’s Room. There was uncertainty about if a landscaper or the DPW would be responsible for the possibility of replanting. Monica will follow up.

Mayor Goldberg asks about a prior conversation in which children’s and staff parking was to be switched. Staff parking will be moved to Grand Avenue, upon determination of which spaces the Library wants to designate.

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Monica can make decals or other identification for staff vehicles. Mayor says it will be up to the library staff to determine if non-staff parks in these spots.

Public question is posed by Amy Fletcher regarding the alarm security pad. When staff parking is moved to Grand Avenue, it will be easier if there is an alarm pad near the Children’s Room door. Monica responded that it would be problematic to add a new keypad but the time period for the alarm could be extended.

Dr. Spirito asked about the age of the alarm system. It is unknown. Dr. Spirito asked if we could get a quote for upgraded building security. Monica agreed to do so.

There was brief discussion about the location of the lock box.

### TECHNOLOGY

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

The color printer in the Children’s offices has failed and cannot be repaired. The replacement model information from NRESA was sent to the Technology Committee along with a recommendation for a new vendor for toner cartridges that would recognize a cost savings. Monica is in the process of researching the best option and would like to get a LaserJet printer, not refurbished.

Mayor Goldberg puts forward a motion to provide funding for a new printer in the Children’s offices not to exceed \$400.

A problem on a phone line is affecting the building security alarm; Verizon is expected on 4/10 to address the problem.

- **Vote #2018-V015: Approve funding for Children’s office printer, not to exceed \$400**

*Library Board Roll Call Vote*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			1		2				
Aye		x	x	x	x	x		x	x
Nay									
Abstain									
Absent	x						x		

### POLICY

**Vicki Arians, Committee Chairperson**

- **Vote #2018-V016: Approve the updated Pay Card policy – 2<sup>nd</sup> reading**

*Library Board Roll Call Vote*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				2		1			
Aye		x	x	x	x	x		x	x
Nay									
Abstain									
Absent	x						x		

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**COMMUNITY PUBLIC RELATIONS**

**Jean Mele, Committee Chairperson**

Atlantic Stewardship Bank has selected the Library as one of their tithing recipients.

**PERSONNEL**

**Linda Missonellie, Committee Chairperson**

No report

**NOMINATING**

**Richard Goldberg, Committee Chairperson**

No report

**NEGOTIATIONS**

**Linda Missonellie Committee Chairperson**

The Director’s contract expired 12/31/2017.

Eric Mauer forwarded the IUJAT contract back to the director for review; however, it was not the same file that was one of three originally sent to him on 1/15/2018 that included the updates per the signed Memorandum of Agreement. UPSCU contract will be ending in 2018.

- **Vote #2018-V017: Approve the extension of Monica Smith’s Director Contract for three years, 2018 – 2020, at the following salary rate:**
  - **2018 - \$88,740**
  - **2019 - \$90,515**
  - **2020 - \$92,325**

*Library Board Roll Call Vote*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			1	2					
Aye		x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x								

**MEETING ROOM APPLICATIONS**

None

**PROFESSIONAL DEVELOPMENT**

Morgan Taylor will be attending the LibraryLinkNJ Super Supervisors course (4 sessions) over April and May in Monroe Township.

**OLD BUSINESS**

Board Members attending meetings via video/tele conferencing. While responses from BCCLS directors have been virtually non-existent, a neighboring library who investigated this very question with their attorney shared the following: So long as the person attending by tele/video conferencing is present for a topic discussion in its entirety, he may vote on the topic and the vote counts.

The Library once again stated that we would not be using video/tele conferencing.

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## Board of Trustees Regular Monthly Meeting

**NEW BUSINESS**

An offer was made to a candidate for the position of BCCLS Executive Director; it was declined and the search will be extended with a new closing date of 6/3/2018.

BCCLS contracted with New Jersey Legal Services (NJLS) for BCCLS only delivery through July.

LibraryLinkNJ contracted with T-Force (previous vendor) for statewide delivery service taking over from Expak at the end of May. BCCLS libraries are working on getting their floating collections back to the owning libraries.

As of 4/9/18, 61 paper surveys and 138 online surveys have been submitted for the strategic plan. Strategic Planning Committee Meeting is scheduled for Thursday, April 26 at 10am.

Joe Metzler discusses a former librarian who would be willing to help with the strategic plan. Monica will reach out to her and see what kind of role she can play.

Bond Act will not be happening until the fall.

Monica mentions that old BCCLS PCs with hard drives removed have been donated to high school students.

**FRIENDS OF THE LIBRARY**

The Friends are sponsoring a luncheon for the staff on 4/11/2018.

Joe brought up that the Friends are interested in adding another paperback bookshelf in the Book Sale Room. Contractors have been brought in to look at an update for the staff break room.

**PUBLIC BE HEARD:**

Amy Fletcher thanks the Library Board for the new DVD cleaner.

Joe Metzler talks about having his brother, a veteran, come in to talk about the book he wrote.

**MOTION TO ADJOURN: 5:45 PM**

*Library Board Roll Call Vote*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			1		2				
Aye		x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x								

**Next Regular Meeting – Wednesday, 09-May-2018 at 4:30 P.M.**

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Summary of Resolutions and Votes

- Vote #2018-V013: Approving the Minutes for 14-Mar-2018– Regular Public Meeting. 2
- Vote #2018-V014: Approving the Bill List for 15-Mar-2018 through 11-Apr-2018 , inclusive. 2
- Vote #2018-V015: Approving funding for Children’s office printer, not to exceed \$400 3
- Vote #2018-V016: Approving the updated Pay Card policy – 2<sup>nd</sup> reading 3
- Vote #2018-V017: Approve the extension of Monica Smith's Director Contract for three years. 4