

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

Minutes – June 13, 2018 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:30pm

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		
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: May 9, 2018– Regular Public Meeting

**• Vote #2018-V022: Approving the Minutes for 09-May-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					x		
Absent	x								

PUBLIC BE HEARD – AGENDA ITEMS ONLY: No discussion.

**FINANCIAL REPORTS/BILL LIST**

**Jean Mele, Committee Chairperson**

**• Vote #2018-V023: Approving the Bill List for 10-May-2018 through 13-Jun-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			1		2				
Aye		x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x								

The audit was completed and draft copy sent to the finance committee on 6/5. There are no recommendations from the auditor for changes so we'll ask for them to prepare the final document. The audit will be presented to the Board when the official bound copy is ready.

The Library received \$2000 from Atlantic Stewardship Bank, which goes into the Philanthropic Account.

Mary Ellen discusses the possibility of moving the Capital Account. Columbia Bank CD account is locked in until June 2019. Switching to a money market account gives the Library access to money at any time. The current Capital Reserve checking account and one of the Columbia Bank CD accounts will be combined into one account at Atlantic Stewardship Bank with a rate of 1.71%. Mayor Goldberg called a contact at Columbia bank; they won't be able to match that rate. Board members agree to visit the banks and make the changes.

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## Board of Trustees Regular Monthly Meeting

**COMMUNICATIONS**

**Monica A. Smith, Director**

Resignation of E. Vicki Arians from the Board of Trustees.

- **Vote #2018-V024: Accepting the resignation of Vicki Arians from the Board of Trustees with regrets**

*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								

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

Separate report was discussed. Mary Ellen will get another landscaping quote.

**TECHNOLOGY**

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

Received a quote from KEV Security (existing building alarm vendor) for changing the alarm system to wireless and installing an additional keypad at the Children’s entrance.

Waiting on a quote from Open Systems Integator’s, Inc. (current security camera vendor) for a similar quote. Mary Ellen will review a third option.

**POLICY**

**Vicki Arians, Committee Chairperson**

Display Cases for patron Exhibits – policy and application – Second Reading

- **Vote #2018-V025: Approving the second reading of the Display Cases policy and application**

*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						

No contact has come from Prospect Park about the inter-local agreement. If nothing is updated before July 1, the Library will no longer distribute new cards to Prospect Park residents. Current Prospect Park cards will be honored until the individual cards expire.

Prospect Park Patrons – First Reading

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## Board of Trustees Regular Monthly Meeting

**• Vote #2018-V026: Approving the first reading of Prospect Park Patron Policy**

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						

**COMMUNITY PUBLIC RELATIONS**

**Jean Mele, Committee Chairperson**

Head of Circulation, Marilyn Rees, and Adult Services Librarian, Jessica Bielen, were recognized at the Jun 6 council meeting for their contribution to the Mayors of Hawthorne portrait gallery.

**PERSONNEL**

**Linda Missonellie, Committee Chairperson**

**• Vote #2018-V027: Approve the transfer of Sandy Hall to Library Assistant – Technical Services, 40 hours/pp at \$10.00/hours, retroactive to May 14, 2018**

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
Nay									
Abstain		x					x		
Absent	x		x						

Cara Scott, Library Assistant – Circulation received a BCCLS Scholarship to be presented 6/28

Miriam Sokolska, Page – Technical Services received a scholarship from the Friends of the Library.

**NOMINATING**

**Richard Goldberg, Committee Chairperson**

No report

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## Board of Trustees Regular Monthly Meeting

### NEGOTIATIONS

Linda Missonellie Committee Chairperson

- **Vote #2018-V028: Approve the IUJAT collective bargaining agreement for 2017 – 2019.**

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	x
Nay									
Abstain									
Absent	x								

### MEETING ROOM APPLICATIONS

United Healthcare Medical Advancement requested Meeting Room A on October 20 and November 12. Insurance status is unknown, but they are paying to utilize the room.

- **Vote #2018-V029: Approving meeting room use by United Healthcare Medical Advancement pending proof of insurance**

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								

### PROFESSIONAL DEVELOPMENT

Morgan Taylor, Gina Gerard, Jessica Bielen, Kathy Mollica attended NJLA in Atlantic City.

Monica Smith attended Book Expo 2018 in NYC.

Monica Smith and Mary Ellen Puzen attended a Grant Writing Workshop in Trenton. Monica is interested in a grant written by former Mayor Louis Bay and will proceed to check for written record of it.

### OLD BUSINESS

Received Rick Hockenberry's estimate for replacement arbor vitae

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### **NEW BUSINESS**

LibraryLinkNJ will have a series of Town Hall meetings to discuss their 2019 budget proposal. A previous email and a reminder email were sent to the Board with the schedule of 2 meetings which would be virtually attended here at the library.

#### **Additionally, LibraryLinkNJ's:**

- Proposed FY19 Budget (July 1, 2018 - June 30, 2019)
- Explanatory Memo for Proposed FY19 Budget
- Proposed FY19 Executive Board Slate
- Proposed FY19 Strategic Service Initiatives

were distributed to all Board member for review and anticipated discussion.

Monica discussed the LLNJ FY19 Budget passing with an added amendment. BCCLS has a Delivery Task Force that is investigating alternative options to LLNJ delivery service. BCCLS is going to run trustee webinars to help with education of BCCLS role.

### **FRIENDS OF THE LIBRARY**

The Friends are proposing to reduce the number of meeting held per year while still following the constructs of their By-laws.

Two additional chairs are going to be sent out for reupholstering.

Next meeting does not occur until September.

### **PUBLIC BE HEARD:**

None.

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## Board of Trustees Regular Monthly Meeting

**MOTION TO GO INTO PRIVATE SESSION:**

*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			

**PRIVATE SESSION:**

Discussion regarding clarification of a general personnel procedure.

**MOTION TO EXIT FROM PRIVATE SESSION:**

*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			

**MOTION TO ADJOURN:**

*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			

Next Regular Meeting – Wednesday, 11-Jul-2018 at 4:30 P.M.

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## Board of Trustees Regular Monthly Meeting

### Summary of Resolutions and Votes

- Vote #2018-V022: Approving the Minutes for 09-May-2018– Regular Public Meeting. 2
- Vote #2018-V023: Approving the Bill List for 10-May-2018 through 13-Jun-2018 , inclusive. 2
- Vote #2018-V024: Accepting the resignation of Vicki Ariens from the Board of Trustees with regrets 3
- Vote #2018-V025: Approving the second reading of the Display Cases policy and application 3
- Vote #2018-V026: Approving the first reading of Prospect Park Patron Policy 4
- Vote #2018-V027: Approve the transfer of Sandy Hall to Library Assistant – Technical Services, 40 hours/pp at \$10.00/hours, retroactive to May 14, 2018 4
- Vote #2018-V028: Approve the IUJAT collective bargaining agreement for 2017 – 2019. 5
- Vote #2018-V029: Approving meeting room use by United Healthcare Medical Advancement pending proof of insurance 5