

Louis Bay 2nd Public Library
Board of Trustees Regular Monthly Meeting

Minutes – September 12, 2018 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:35pm

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. |
|--|---------|---------|--------|---|
| 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 | 4:53PM |
| Gary Sinning, Mayor's Alternate | 12/2018 | X | | |
| Darryl Siss | 12/2019 | 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 2nd Public Library

Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: August 15, 2018– Regular Public Meeting

- **Vote #2018-V039: Approving the Minutes for 15-Aug-2018– Regular Public Meeting.**

Library Board Roll Call Vote

| | <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>Darryl</u> <u>Siss</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 | | | | Xx | |
| Nay | | | | | | | | | |
| Abstain | | | | | | X | | | |
| Absent | | | | | X | | X | | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

2017 Audit Review with Suplee Clooney & Company. The auditors were rescheduled to the October meeting.

- ~~**Vote #2018-V040: Accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library for the years Ended December 31, 2017 and 2016**~~

Library Board Roll Call Vote

| | <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>Darryl</u> <u>Siss</u> | <u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u> | <u>Dr.</u> <u>Spirito</u> | <u>Evan</u> <u>Toth</u> |
|---------|--------------------------------|---|----------------------------|------------------------------|------------------------------------|------------------------------|---|------------------------------|----------------------------|
| Motion | | | | | | | | | |
| Aye | | | | | | | | | |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | | | | | |

The Finance Committee along with the Business manager will reschedule their meeting with Atlantic Stewardship Bank to discuss the possibility of changing some accounts around.

- **Vote #2018-V041: Approving the Bill List for 16-Aug-2018 through 12-Sep-2018 , inclusive.**

| | <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>Darryl</u> <u>Siss</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 | | |

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

COMMUNICATIONS

Monica A. Smith, Director

no report

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

separate report

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Open Systems assessed the one camera in the loft area, made some adjustments, and it appears to be recording again. Should it malfunction again, though, a replacement will be required.

The Technology Committee will look to set up a time for a meeting to review the quotes for upgrading the existing system.

POLICY

Darryl Siss, Committee Chairperson

no report

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

no report

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2018-V042: Accept the resignation of Jessica Bielen, Librarian – Adult Services, effective 10/8/2018.**

| | <u>Lori Garrison</u> | <u>Mayor Goldberg / Sinning</u> | <u>Jean Mele</u> | <u>Joe Metzler</u> | <u>Linda Missonellie</u> | <u>Darryl Siss</u> | <u>Richard Spirito / DiGeronimo</u> | <u>Dr. Spirito</u> | <u>Evan Toth</u> |
|---------|----------------------|---------------------------------|------------------|--------------------|--------------------------|--------------------|-------------------------------------|--------------------|------------------|
| Motion | | 1 | 2 | | | | | | |
| Aye | x | x | x | x | | x | | x | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | x | | x | | |

A replacement Library Assistant for Circulation accepted an offer of employment and then rescinded. The position is currently re-advertised but broken down into 2 separate positions to hope garner more interest and availability. A confirmed to the Mayor, this restructuring is budget neutral

The Adult Services Librarian will be posted shortly.

The new position under consideration to replace the former School Liaison will be posted once the Personnel Committee reviews the job description and any necessary communication with the UPSEU is concluded. After a brief discussion, it was decided to advertise the position as part time, temporary, with a maximum duration of 6 months. Since UPSEU contract negotiations will be starting soon, this topic can be discussed to determine if it's appropriate to add as a title to the agreement.

NOMINATING

Richard Goldberg, Committee Chairperson

no report

NEGOTIATIONS

Linda Missonellie Committee Chairperson

9/4 communication from UPSEU serving formal notification of their request to commence bargaining for a successor agreement to the current agreement which will expire on 12/31/2018.

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MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

Monica Smith attended a seminar on Labor Law; specifically, how changes in sick leave affect libraries. She is scheduled to attend a workshop later in the month on Web Re-design.

A BCCLS webinar on Delivery got scheduled for the same time as the web redesign workshop. Morgan Taylor will attend the workshop as planned while Monica hosts the webinar for staff and trustees in the library.

OLD BUSINESS

Submission to the BCCLS Delivery RFP were received and evaluated.

NEW BUSINESS

As a result of the responses to the Delivery RFP, BCCLS Delivery Task Force is recommending that BCCLS implement an internal delivery system. An email forwarded to the Board on 9/11 included the RFP Evaluations, Internal delivery startup budget, Delivery Task Force Recommendation.

At this point in time, there are still multiple unknowns:

- BCCLS System Council may not pass this with a super majority vote at the October meeting. If that's the case, then we will have to rely LibraryLinkNJ will continue to provide statewide delivery service.
- LibraryLinkNJ may dissolve after 6/30/2019
- If LibraryLinkNJ goes away and no alternate entity steps up to coordinate statewide delivery, the resource sharing we have enjoyed for 35+ years – the very essence of our consortium – will cease.

During the review and discussion of BCCLS' proposal, several questions were raised:

- Does BCCLS plan to start this on 1/1/2019?
 - If the proposal passes in October, BCCLS will ramp up slowly, having overlap with LibraryLinkNJ through the 1st 6 months of 2019
- What makes them think they'd do a better job than contracting with an outside vendor?
 - The Delivery Task force has done an incredible amount of research that led them to believe an internal delivery service is the way to go.
 - BCCLS can implement forward sorting right on the trucks to speed delivery
 - Cost/time savings can be realized if the deliveries can be made outside the normal operating hours of the libraries.
 - The current ILS can be tweaked to first seek fulfill holds from libraries on the same route, something that will also facilitate forward sorting for faster delivery.
- At the request of the Mayor, Monica will prepare a "worst case scenario" comparison of what real time impacts could happen as more of the "unknowns" become known.

BCCLS will be presenting a webinar on Thursday, Sep 20 at 10:00am on the topic of Delivery. Trustees are strongly urged to attend; it will be accessible from the YA computer lab. This is the perfect opportunity to not only ask questions to fully understand the issues, but also to get a handle on how boards from other libraries are reacting.

A representative from the Hawthorne Library Foundation inquired if we still have the ability to mount commemorative bricks, as there have been some folks interested in purchasing some. Joe Metzler offered that it is possible; however, it would be contingent upon getting a better understanding of how the library is potentially benefiting from this fund raising activity.

The mother of former board trustee Vickie Arians passed away. The Board approved \$100 toward the purchase of books in her mother's name.

Dr. Spirito will update the list of committee assignments so it can be distributed at the next meeting.

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FRIENDS OF THE LIBRARY

Discussing changes to the Adopt-a-Magazine program and how public donations are solicited and then disbursed to the Library; poolside book cart another year’s success; summer programs financed by the Friends were a huge hit; ready for Hawthorne Day with a spinning prize wheel and plenty of informational literature and giveaways.

PUBLIC BE HEARD:

MOTION TO ADJOURN: at 5:50pm

Library Board Roll Call Vote

| | <u>Lori Garrison</u> | <u>Mayor Goldberg / Sinning</u> | <u>Jean Mele</u> | <u>Joe Metzler</u> | <u>Linda Missonellie</u> | <u>Darryl Siss</u> | <u>Richard Spirito / DiGeronimo</u> | <u>Dr. Spirito</u> | <u>Evan Toth</u> |
|---------|----------------------|---------------------------------|------------------|--------------------|--------------------------|--------------------|-------------------------------------|--------------------|------------------|
| Motion | | | 2 | 1 | | | | | |
| Aye | x | x | x | x | x | x | | x | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | | | | | |

Next Regular Meeting – Wednesday, 10-Oct-2018 at 4:30 P.M.

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Summary of Resolutions and Votes

- Vote #2018-V039: Approving the Minutes for 15-Aug-2018– Regular Public Meeting. 2
- ~~Vote #2018-V040: Accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library for the years Ended December 31, 2017 and 2016~~ 2
- Vote #2018-V041: Approving the Bill List for 16-Aug-2018 through 12-Sep-2018 , inclusive. 2
- Vote #2018-V042: Accept the resignation of Jessica Bielen, Librarian – Adult Services, effective 10/8/2018. 3