

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – October 10, 2018 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:31pm

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		
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		

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APPROVAL OF THE MINUTES FOR: October 10, 2018– Regular Public Meeting

- **Vote #2018-V040: Approve the Minutes for 10-Oct-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		1			2				
Aye		x	x		x	x		x	x
Nay									
Abstain							x		
Absent	x			x					

Approval as amending by updating one vote form which was mistakenly left blank.

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

2017 Audit Review with Suplee Clooney & Company. The library is in “good financial shape.”

Dr. Spirito inquired of the representative of Suplee Clooney & Company regarding transferring of funds during the year. Response was that libraries are unlike a municipality/town in that they can change line items during the year without consequence.

Mary Ellen Puzen was complimented for a clean audit.

- **Vote #2018-V041: 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		2	1						
Aye		x	x		x	x	x	x	x
Nay									
Abstain									
Absent	x			x					

Mary Ellen briefly explained the transferring of \$80,000 to a separate philanthropic account, which left \$1,000 in the original account. She will show a new bank statement in November.

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- Vote #2018-V042: Approve the Bill List for 13-Sep-2018 through 10-Oct-2018 , inclusive.**

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			1				2		
Aye		x	x		x	x	x	x	x
Nay									
Abstain					8013				
Absent	x			x					

A clarification was made to Jean regarding a cancelled program on the bill list.

- Resolution #2018-R03: Approve modifications to the Library's 2018 Budget:**

From	Amount	To	Amount
17 - Supplies	\$ 1,910.00	16 - Maintenance	\$ 1,500.00
		13 - Periodicals	\$ 410.00
11 - Audio Visual	\$ 1,000.00	10 - Books	\$ 1,000.00
22 - Utilities	\$ 2,000.00	19 - Equipment	\$ 2,000.00
	\$ 4,910.00		\$ 4,910.00

	<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					

COMMUNICATIONS

Monica A. Smith, Director

From the State Library, a Request for Exception 2017 Data NJSL FY19 for the Per Capita State Library Aid Program FY2019. Completed and returned.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate report

Discussion of moving expenses for one of the offices in the building- \$400 will come from the maintenance for the service.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

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10/2 – review 3 proposals for building security upgrade; more details needed from one company to better compare and contrast all three.

10/8 – Richard Spirito and two IT Borough employees did a walkthrough of the Library to assess the current technology needs.

The school is willing and able to provide tech support to the library at a cost of \$60 during business hours and \$90 during off hours. A contract can be started which would include a weekly walk around the building to assess any needs or problems. The walk around would have no cost associated with it unless something needed to be fixed. The library can continue to use the services of PCTI or use the school, depending on which is more appropriate.

Vote #2018-V043: Authorize the Library to go into contract with Hawthorne Schools for technology

	<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
Nay									
Abstain							x		
Absent	x			x					

POLICY

Darryl Siss, Committee Chairperson

Paid Sick Leave Policy – First reading

Vote #2018-V044: Approve the Paid Sick Leave Policy – 1st reading

	<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					

Vote #2018-V045: Approve the Holiday Closing Schedule for 2019

	<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					

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- Vote #2018-V046: Approve the Board Meeting Schedule for 2019**

	<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
Nay									
Abstain									
Absent	x			x					

The meeting schedule was approved, pending the change of meeting from September 11 to Monday, September 9.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

9/22 - Hawthorne Day – thank you to Joe for doing a shift in the Friends booth.

PERSONNEL

Linda Missonellie, Committee Chairperson

Interviews are ongoing for the 5 open positions

NOMINATING

Richard Goldberg, Committee Chairperson

No report

Mayor Goldberg asked about the election process. Nominations will be made in November and elections occur in December.

NEGOTIATIONS

Linda Missonellie Committee Chairperson

No report

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

9/13 - Labor Law seminar at Hasbrouck Heights

9/18 – Library Link NJ Town Hall Meeting

9/19 – Borough Training, 1) Safety, 2) Office Conduct

9/20 – BCCLS Delivery Status webinar

9/27 – BCCLS System Council

OLD BUSINESS

BCCLS intra-delivery system

NEW BUSINESS

The next LibraryLinkNJ Town Hall Meeting is 10/17 at 11:00am; it will be available for watching in the YA computer lab.

Monica explained the proposed BCCLS delivery service and its accompanying cost of \$9,000 per library. While the Delivery Task Force is investigating different ways to divide the cost or the potential to use the Bergen County Freeholders Grant, we will not know if the cost per library goes down prior to the vote. There was

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general discussion over why BCCLS libraries need a delivery service and what the worst case scenario could be. Mayor Goldberg thinks that if we do not benefit from the Bergen County Freeholders grant and all of the libraries in Bergen County do, then we are being treated like second class citizens. He made a case to abstain from the vote towards the delivery service.

Vote #2018-V047: To determine how the Library will vote for BCCLS Delivery Service

	<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									
Aye					x				
Nay									
Abstain		x	x			x	x	x	x
Absent	x			x					

FRIENDS OF THE LIBRARY

The Friends will be contributing a basket for the silent auction at the BCCLS Friends Breakfast on 10/23

PUBLIC BE HEARD:

Mayor would like the voting order to be mixed up during future Board of Trustees meetings so that the same people are not always voting last. It will be arranged.

MOTION TO ADJOURN: 6:07pm

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		1					2		
Aye		x	x		x	x	x	x	x
Nay									
Abstain									
Absent	x			x					

Next Regular Meeting – Wednesday, 14-Nov-2018 at 4:30 P.M.

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Summary of Resolutions and Votes

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- Vote #2018-V041: 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-V042: Approve the Bill List for 13-Sep-2018 through 10-Oct-2018 , inclusive. 3
- Resolution #2018-R03: Approve modifications to the Library’s 2018 Budget: 3
- Vote #2018-V043: Authorize the Library to go into contract with Hawthorne Schools for technology 4
- Vote #2018-V044: Approve the Paid Sick Leave Policy – 1st reading 4
- Vote #2018-V045: Approve the Holiday Closing Schedule for 2019 4
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