

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

Minutes – January 9, 2019 –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, 2019.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Diana Connelly	12/2023	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		
Gary Sinning, Mayor's Alternate	12/2019	x		
Darryl Siss	12/2019	x		
Richard A. Spirito, Jr. Supt. of Schools	N/A		x	
Dr. Richard A. Spirito, President	12/2020			
Evan Toth	12/2022	x		4:33pm
Monica A. Smith, Director	N/A	x		
OPEN Recording Secretary	N/A		x	
Mary Ellen Puzen Business Manager	N/A	x		

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APPROVAL OF THE MINUTES FOR: December 12, 2018– Regular Public Meeting

Vote #2019-V001: Approving the Minutes for 12-Dec-2018– Regular Public Meeting.

Library Board Roll Call Vote

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

Representative from Extel Communications regarding the phone system service contract.

Tom Ritchie and Carla Fox gave a short presentation on the virtues of continued software support and technical support.

- hardware includes part and labor; example, without coverage, \$200 cost of a replacement phone plus the hourly rate
- Extel pricing is NJ state contract pricing
- Example, adding a mailbox with admin privileges is not covered, but since it's something that can be done remotely, remote pricing applies and it's something we can be shown how to do ourselves
- NEC guarantees the system for support for the next 7 years
- 24/7 coverage from Extel

The Board agreed that we should take the 2 year maintenance contract for the ongoing software support and updates at a cost of \$574.

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

Resolution #2018-R01: Adoption of the By-laws, Policies, and Procedures; Naming Official Newspapers; Naming Official Depositories; Naming the annual auditor

1. ADOPTION OF BY-LAWS AND POLICY MANUAL:

BE IT RESOLVED: That the Louis Bay 2nd Public Library adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Library Director.

2. DESIGNATION OF OFFICIAL NEWSPAPERS:

BE IT RESOLVED: That The Record, Herald News, and the Hawthorne Press be designated the official newspapers of the Louis Bay 2nd Public Library, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 1, 2019 through December 31, 2019.

3. BANK DEPOSITORIES:

BE IT RESOLVED: That the Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2019 through December 31, 2019.

- Atlantic Stewardship, Hawthorne, NJ

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- ~~Bank of America, Hawthorne, NJ~~
- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- Hudson United Bank, Franklin Lakes and Mendham, NJ
- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Valley National Bank, North Haledon, NJ
- Wells Fargo, Hawthorne, NJ

4. AWARD OF CONTRACT FOR AUDITOR SERVICES:

BE IT RESOLVED: That the firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 1, 2019 through December 31, 2019 at an annual fee of \$2,400.

Question from Diana Connolly, - Why name the banks? We name with whom we are allowed to bank.

Library Board Roll Call Vote for Items 1 - 4

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

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2019-V002: Approving the Bill List for 13-Dec-2018 through 09-Jan-2019 , inclusive.**

Library Board Roll Call Vote

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

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate Report

Joe Metzler hung the bulletin board for community announcements in the lobby; next will be the sound dampening boards. We are waiting for the four replacement chairs to be delivered.

Two quotes were forwarded to the Library from the Borough

1. For flashing in the loft, \$2700
2. For flashing by the chimney, \$600

The middle part of the roof, still subject to leaks is being attributed to previous animal damage.

With respect to the fire sprinkler system, the backflow preventer is leaking. It was installed vertically instead of horizontally. I cannot be repaired; rather, it must be replaced. Waiting on a quote from Bobby Van, depending upon the cost, additional quotes may be needed. Two names thrown out were RAM, Hawthorne Mechanical.

Question from Amy Fletcher – Should the system be on a schedule to be tested. Answer from Joe Metzler – Have Mary Ellen check with the Fire Marshall.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

New building security system has been installed; however, still waiting for additional sensors for one of the doors at the Children’s entrance and the emergency door behind the Reference desk.

POLICY

Darryl Siss, Committee Chairperson

BCCLS Certification of Agreement for 2019.

FYI – NJ Supreme Court reversed the blanket Rice Notice requirement for personnel actions at a public meeting.

Dr. Spirito questioned the appointment dates on the document sent from the Borough listing the trustee members.

Monica reminded the board of the annual continuing education requirement required to be eligible for state aid. As in past practice, all opportunities of which she becomes aware will be promptly communicated to the Board.

PERSONNEL

OPEN, Committee Chairperson

- **Vote #2019-V003: Approving the promotion of Numan Mutlib, Page, to Library Assistant – Technical Services for 40 hours/pp at \$10.20/hour effective 21-Jan-2019.**

Library Board Roll Call Vote

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

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- **Vote #2019-V004: Approving the promotion of Gina Gerard, Librarian, to Department Head - Adult Services for 70 hours/pp at \$58,370/year, effective 21-Jan-2019.**

Library Board Roll Call Vote

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

Dr. Spirito distributed the annual performance evaluation for the Director; completed forms may be returned to Borough Hall, office the Mayor.

COMMUNICATIONS

Monica A. Smith, Director

none

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

none

NOMINATING

Richard Goldberg, Committee Chairperson

Committee assignments

NEGOTIATIONS

Jean Mele, Committee Chairperson

Next UPSEU meeting with the Negotiations Committee is scheduled for 15-Jan-2019, 10:00am.

Monica will send an email to remind all members about the date and time for this meeting.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

none

OLD BUSINESS

NEW BUSINESS

Theresa DiGeronimo provided a brief update on the high school library:

- Described the makerspace activities
- STEM room has to be staffed with certified teachers and meet state standards
- 36 computers
- 2 Macs
- 15 laptops
- 100+ Chromebooks

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- information literacy is a big part of the curriculum, especially the students availing themselves of the databases offered through BCCLS
- September, which is “GET A LIBRARY CARD” month was very successful, especially by having two staff members come to the school to register kids remotely.

FRIENDS OF THE LIBRARY

Night of Chocolate is scheduled for Friday, 01-Feb, with a snow date of Saturday, 02-Feb.

PUBLIC BE HEARD:

MOTION TO GO INTO PRIVATE SESSION: 5:38pm

Library Board Roll Call Vote

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

PRIVATE SESSION:

A discussion was had to reach consensus on what the starting salary for a prospective candidate for Librarian – Adult Services should be.

MOTION TO EXIT FROM PRIVATE SESSION: 6:13pm

Library Board Roll Call Vote

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

MOTION TO ADJOURN: 6:13pm

Library Board Roll Call Vote

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

Next Regular Meeting – Wednesday, 13-Feb-2019 at 4:30 P.M.

Summary of Resolutions and Votes

- **Vote #2019-V001: Approving the Minutes for 12-Dec-2018– Regular Public Meeting.** 2
- Resolution #2018-R01: Adoption of the By-laws, Policies, and Procedures; Naming Official Newspapers; Naming Official Depositories; Naming the annual auditor** 2
- **Vote #2019-V002: Approving the Bill List for 13-Dec-2018 through 09-Jan-2019 , inclusive.** 3
- **Vote #2019-V003: Approving the promotion of Numan Mutlib, Page, to Library Assistant – Technical Services for 40 hours/pp at \$10.20/hour effective 21-Jan-2019.** 4
- **Vote #2019-V004: Approving the promotion of Gina Gerard, Librarian, to Department Head - Adult Services for 70 hours/pp at \$58,370/year, effective 21-Jan-2019.** 5