

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – February 13, 2019 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:33 pm _____

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.
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		
Diana Connolly	12/2023	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	X		
Evan Toth	12/2022	X		
Monica A. Smith, Director	N/A	X		
Gina Gerard 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: January 9, 2019– Regular Public Meeting

- **Vote #2019-V005: Approving the Minutes for 09-Jan-2019– 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		1				
Aye	x		x		x	x		x	x
Nay									
Abstain		x					x		
Absent				x					

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2019-V006: Approving the Bill List for 10-Jan-2019 through 13-Feb-2019 , inclusive.**

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

On the bill list Monica mentioned that PSE&G is not providing bills on time and that Mary Ellen is constantly chasing after them.

Dr. Spirito looked at the Optimum cable/internet bill and questioned if we are receiving a free line as per agreement. Dr. Spirito and Mayor Goldberg would like Mary Ellen to follow up with Optimum to also find out about our franchise agreement.

Joe discussed the Reiner and Co. contract for pressure washing of coils. According to Joe, the maintenance contract begins in 2019 and is done every other year.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate Report

- As per Monica the outlet sticking out of the wall in non-fiction has still not been fixed.
- There is a special order for a broken door handle in the children’s room.
- 2nd sensor for the alarm has been installed (along with the emergency door) so check was released.
- The elevator inspection is still being worked on.
- Metal magazine organizers have been counted, photographed and awaiting auction.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- There is a new leak in the circulation office which is getting too close to the BCCLS equipment.

Mayor Goldberg commented on how nice the lobby looks with the new rug and furniture.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Board of Ed IT popped in for a wellness check and helped with a few minor issues. As per Monica everything went well.

POLICY

Darryl Siss, Committee Chairperson

Monica was seeking clarification on time off scenarios:

1. If an employee's regular hours do not include working on a Monday, and that employee works extra hours on a Monday for straight time, and that Monday is a Floating Holiday, is the employee then entitled to the Floating Holidays hours worked to be taken at another time?

As per Mayor Goldberg it is best to contact the union for further clarification.

2. If an employee is scheduled for Jury Duty on a day when the Library is closed for a Holiday, is the employee entitled to take Holiday time on another day?

It was agreed upon collectively that the answer is NO.

PERSONNEL

Joe Metzler, Committee Chairperson

- **Vote #2019-V007: Approving the hiring of Kayli Reyna, Librarian – Adult Services for 70 hours/pp at \$45,000 / year, effective 04-Mar-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					

- **Vote #2019-V008: Approving the hiring of Chantelle Wagner, Page, for 35 hours/pp at \$8.85 / hour, effective 11-Feb-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									

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Absent				x				
--------	--	--	--	---	--	--	--	--

Dr. Spirito mentioned that in the past Monica would let the Board know about a vacated position. Monica wanted to know if all positions, including P/T, needed to go the Board. As per Dr. Spirito all positions should be mentioned, put on the agenda, and at what pay rate.

COMMUNICATIONS

Monica A. Smith, Director

Monica received a message from a representative from the Solid Waste and Recycling Program of Passaic County about tire recycling at the library. We have not had a program of this type in at least 5 years and suggested she contact the boro clerk since this is a municipal building.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

We are assisting the Elmwood Park Library during their closure for renovations by hosting their bookkeeper and former Director, Bobbie Protono. We are providing a work space; she has provided all her own equipment, i.e. computer, printer, supplies. As per Monica we do not know how long this will be for.

On Wednesday, 2/6, the Rotary members admired and had their photo taken in the new lobby area which their gracious donation funded.

NOMINATING

Richard Goldberg, Committee Chairperson

no report

NEGOTIATIONS

Jean Mele Committee Chairperson

The Negotiations Committee is scheduled to meet on 2/20 at 10:00am at the municipal building.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

Monica attended a webinar on using the new calendar and scheduling software.

Monica also mentioned the NJ Library Trustee Assoc. Program for Lib Trustees with schedule of dates and places. As per Mayor Goldberg the library will reimburse any trustee that goes.

OLD BUSINESS

On Thursday, February 7, the LibraryLinkNJ Executive Board voted to keep LibraryLinkNJ open into FY2020 (July 1, 2019 - June 30, 2020)

The State Library has committed \$1.84 million to fund LibraryLinkNJ services in FY2020, contingent on funding for their budget and the NJ Library Network budget line.

Operate with a smaller staff, providing only delivery and a much curtailed continuing education program.

Monica and Dr. Spirito discussed the new BCCLS delivery service. LibraryLinkNJ will deliver Jersey Cat and from one library system to another ONLY. BCCLS will take Jersey Cat materials from a delivery hub and distribute to their libraries. As of now, BCCLS has the delivery vans on order, are looking for appropriate warehouse space and have already received 234 applications for drivers.

Mayor Goldberg is also seeking evaluations to be handed in on Monica’s performance as Director from the Board.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

NEW BUSINESS

Mayor Goldberg wanted to know how the Library determines when to close during inclement weather. Monica and Dr. Spirito mentioned they look at surrounding libraries for closure notices, conditions around town, and weather reports. Mayor Goldberg would like in the future to be notified before Nixel is sent out.

FRIENDS OF THE LIBRARY

PUBLIC BE HEARD:

MOTION TO GO INTO PRIVATE SESSION:

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									
Aye									
Nay									
Abstain									
Absent									

PRIVATE SESSION:

MOTION TO EXIT FROM PRIVATE SESSION:

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									
Aye									
Nay									
Abstain									
Absent									

MOTION TO ADJOURN: at 5:33

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					

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

Next Regular Meeting – Wednesday, 13-Mar-2018 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2019-V005: Approving the Minutes for 09-Jan-2019– Regular Public Meeting. 2
- Vote #2019-V006: Approving the Bill List for 10-Jan-2019 through 13-Feb-2019 , inclusive. 2
- Vote #2019-V007: Approving the hiring of Kayli Reyna, Librarian – Adult Services for 70 hours/pp at \$45,000 / year, effective 04-Mar-2019. 3
- Vote #2019-V008: Approving the hiring of Chantelle Wagner, Page, for 35 hours/pp at \$8.85 / hour, effective 11-Feb-2019. 3