

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

**Minutes – March 13, 2019 –4:30 P.M.**

MEETING CALLED TO ORDER:

Time: 4:30 \_\_\_\_\_

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	4:36 PM
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		

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## Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: February 13, 2019– Regular Public Meeting

- **Vote #2019-V009: Approving the Minutes for 13-Feb-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		2nd			1st				
Aye	X	X			X		X	X	
Nay									
Abstain				X					
Absent			X			X			X

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

### FINANCIAL REPORTS/BILL LIST

**Jean Mele, Committee Chairperson**

- **Vote #2019-V010: Approving the Bill List for 14-Feb-2019 through 13-Mar-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		2nd		1st					
Aye	X	X		X	X	X	X	X	
Nay									
Abstain									
Absent			X						X

Discussions included:

- Jean questioned the Demco bill as to what it was for. The chairs and the carpet that are now in the lobby.
- Mary Ellen called East Coast Power to get signatures.
- PSE&G- As per Mary Ellen PSE&G will be crediting our account and opening a new one and there may be a possibility of consolidating, which is up to the Boro.

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## Board of Trustees Regular Monthly Meeting

### BUILDINGS AND GROUNDS

**Joseph Metzler, Committee Chairperson**

Separate report

- The men’s room toilet was leaking water and was fixed on 3/13.
- The outlet strip in the tech room is now fixed. However, Mike from DPW stated that the switches in the electrical box are outdated and needs to be replaced.
- The top of the flag pole was broken and fixed.
- The outlet sticking out of the wall on the first floor by non - fiction was fixed.
- The lights above the computers were fixed outside the quiet study area. However, it was noted that the last light bulbs available for these fixtures has been ordered.
- Repairs have been completed to Room C doorknob, Children’s Room door. A new doorknob was placed on order for the media closet.
- Repairs to roof- according to Steve Paino, he needs 3 dry days in a row and temperatures above 35 degrees in order for the materials to be installed.
- There was offending graffiti on the men’s room stall wall. It has since been removed.
- Lighting- Lime has been requested to come in and assess what the needs are and submit a proposal to replace the lights inside and outside the library.
- Joe would like to have a Building & Grounds meeting with the following- Daryl, Mayor Goldberg, Rotary and Evan

### TECHNOLOGY

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

Board of Ed IT ensured our website is compliant with the BCCLS requirements for security and encryption.

**Vote #2019-V011: Approving the Shared Services Agreement from the Norther Regional Educational Services Commission (NRESC) for 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				1st		2nd			
Aye	X	X	X	X	X	X	X	X	
Nay									
Abstain									
Absent									X

Discussion included:

- Cost of tech assistance- \$70.00 hr during business hours or \$110.00 hr after business hours.
- Monica confirmed this is a the same rate as the previous year, we only pay if we use them, and the contract should be approved and signed.

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## Board of Trustees Regular Monthly Meeting

**POLICY**

**Darryl Siss, Committee Chairperson**

No Report

**PERSONNEL**

**Joe Metzler, Committee Chairperson**

- **Vote #2019-V012: Acknowledge the retirement of Claire Olivier, Library Assistant – Circulation, effective 15-Mar-2019 (last day).**

Claire provided excellent service to all our patrons for the past 24 years and she will be missed.

*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				2nd	1st				
Aye	X	X	X	X	X	X	X	X	
Nay									
Abstain									
Absent									X

- With Claire’s retirement happening, she has requested that no party be given. On behalf of the board, Jean said that she would take care of sending flowers to her home.

Serious consideration, review, and discussion is ongoing regarding how the increase in the NJ minimum wage will affect the Library’s future operations.

- Monica will be sending a copy of the spreadsheet with details to all board members so they can see the breakdown. Briefly, we may have 11 current staff members that fall under the new minimum wage increase, and 17 staff members will be affected by 2024.

Included in the board packets is a new job description (Role) for the potential replacement for a recently retired employee leaving the position of Library Assistant (Title) in Circulation (Department). This new role will:

- Address an immediate staffing need
- Provide flexibility for inter-departmental coverage
- Maximize available resources while staying within current and forecasted budgets

The negotiating and personnel committees both need to be present and understand the job description. The board agreed that Monica should also discuss this with Jim Prusinowski.

**COMMUNICATIONS**

**Monica A. Smith, Director**

Olivia Vitaglio is requesting permission to film at the Library for her senior thesis. She or her representatives will be attending this meeting sometime after 4:30. Borough of Hawthorne Application to Film on Public Lands and additional communications can be found in the board packets.

Brittany Zwier and Carl Burrows introduced themselves and explained the purpose of filming in the library. Many questions were asked from Monica, Evan & Joe.

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### Concerns discussed and answered:

- Parking & number of vehicles- A total of 6 vehicles and it was recommended and agreed that they will park along the railroad tracks.
- Location(s) within the library- Appointment was made to come in and meet with Wendy in children's. The decision was made to do the filming in the children's area. A shot sheet will be created and provided.
- How many people will be on set? 20 in total, however, once a crew sets up they will go sit in vehicles in parking lot until set breakdown is needed.
- Does Montclair State University have a certificate of insurance? Yes. The coverage is for \$2.5 Million.
- How long will this filming be for? Friday, Saturday and possibly Sunday April 5, 6, and 7.
- Will the script be forwarded to the Board? Yes.
- What types of electrical will be needed? Where outlets are available. Most of the equipment works off of batteries so no shorts should happen.
- Carl stated that he will provide a small script to hand out to patrons so they know that filming is taking place.
- What is the name of the Movie? *Don't Worry I see You.*
- Where will it be screened? At the Fabian Theatre.
- How many hours per day will the filming occur? 10 hours a day with 8 hours of shooting.
- If a staff member wants to be part of the set they will have to sign a waiver.
- It was agreed upon that Brittany, Carl and Olivia will provide a copy of the script, a list of electrical needs, certificate of insurance and shooting locations. There is a town council meeting the following Wednesday where it will be discussed; however, the Council does not need to approve it, just the Borough Administrator.

### COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

no report

### NOMINATING

Richard Goldberg, Committee Chairperson

no report

### NEGOTIATIONS

Jean Mele, Committee Chairperson

no report

### MEETING ROOM APPLICATIONS

none

### PROFESSIONAL DEVELOPMENT

Monica Smith, Joe Metzler, and Diana Connolly are scheduled to attend, "Mission Impossible: Communicating Your Library's Value" on 3/15 in Rochelle Park. This will count as 4 Trustee CE hours.

- Jean asked if she can still register as she would like to also attend.

### OLD BUSINESS

### NEW BUSINESS

### FRIENDS OF THE LIBRARY

### PUBLIC BE HEARD:

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**MOTION FOR APPROVAL TO FILM IN THE LIBRARY:**

*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				1st		2nd			
Aye	X	X	X	X	X	X	X	X	
Nay									
Abstain									
Absent									X

**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:**

**MEETING ADJOURNED AT 6:02 PM**

*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		2nd					1st		
Aye	X	X	X	X	X	X	X	X	
Nay									
Abstain									
Absent									X

Next Regular Meeting – Wednesday, 10-Apr-2019 at 4:30 P.M.

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## Board of Trustees Regular Monthly Meeting

### Summary of Resolutions and Votes

- Vote #2019-V009: Approving the Minutes for 13-Feb-2019– Regular Public Meeting. 2
- Vote #2019-V010: Approving the Bill List for 14-Feb-2019 through 13-Mar-2019 , inclusive. 2
- Vote #2019-V011: Approving the Shared Services Agreement from the Norther Regional Educational Services Commission (NRESC) for 2019. 3
- Vote #2019-V012: Acknowledge the retirement of Claire Olivier, Library Assistant – Circulation, effective 15-Mar-2019 (last day). 4