

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – April 10, 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	
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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APPROVAL OF THE MINUTES FOR: March 13, 2019– Regular Public Meeting

• Vote #2019-V001: Approving the Minutes for 13-Mar-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	
Nay									
Abstain			x						x
Absent		x		x		x			

PUBLIC BE HEARD – AGENDA ITEMS ONLY: Nothing to report.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

• Vote #2019-V002: Approving the Bill List for 14-Mar-2019 through 10-Apr-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			1st					2nd	
Aye	x		x		x		x	x	x
Nay									
Abstain									
Absent		x		x		x			

- The optimum bill was discussed. As per Mary Ellen, the only free station is the government/town channel. Everything else has a charge.
- PSE&G Bill- The library was charged \$6000.00. It was paid, however PSEG overestimated the bill. Therefore they have been issuing credits against any new bills. There is approximately \$1800.00 left to be used.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate report.

- Mary Ellen is waiting on Mike from DPW to address all the lighting issues within and outside the library. Mike will be meeting with Lime asap.
- Paino fixed the roof.
- Jaime came to provide a quote to build an awning outside the side entrance. The quote was for \$6000.00. The board collectively agreed to hold off on it for now.

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- Scott from All Bergen Locksmith came in and fixed the screws in the electrical room door (they were stripped).
- There was a gas odor detected on the main floor from inside. They also did a separate check on the main lines outside. PSE&G came and found nothing.
- Otis Elevator was called because the elevator door would open and close by itself and there was a burnt odor detected from the elevator room. Mary Ellen was contacted back. The elevator needs a new control valve. She was told that the part is covered under the contract. If they can acquire the part they will be back to fix the elevator.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Had about a week's worth of ongoing problems with the new alarm system; specifically, a fault with the door sensor and repeated low battery warnings for Room A. A new part is on order.

POLICY

Darryl Siss, Committee Chairperson

no report

PERSONNEL

Joseph Metzler, Committee Chairperson

Accept the resignation of Antoinette 'Toni' Gibbs, Library Assistant – Circulation, effective 20-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			2nd		1st				
Aye	x		x		x		x	x	x
Nay									
Abstain									
Absent		x		x		x			

Two positions with the job description combining circulation and paging responsibilities are now available. We will be scheduling interviews in the coming weeks.

COMMUNICATIONS

Monica A. Smith, Director

none

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- The library received a tithing check from Atlantic Stewardship bank for \$3000.00.
- The Friends of the Library paid \$2000.00 towards the periodicals.

NOMINATING

Richard Goldberg, Committee Chairperson

none

NEGOTIATIONS

Jean Mele, Committee Chairperson

no report

MEETING ROOM APPLICATIONS

Silex Financial, based in Hawthorne. Local company, specializes in realty wishes to hold a breakfast for their associates, in-house staff only. 24-Apr-2019, Room B.

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			1st		2nd				
Aye	x		x		x		x	x	x
Nay									
Abstain									
Absent		x		x		x			

PROFESSIONAL DEVELOPMENT

Monica Smith is scheduled to take a seminar on cyber security on 30-Apr-2019. She also applied to take a 3 day course entitled NJSL UX Boot Camp, offered by the State Library.

- Update- Monica did not get accepted into the NJSL UX boot camp. There were too many applicants and not enough space.
- 3 trustees went to a seminar and completed 6 hours of the mandatory 7hours of professional development credits.

OLD BUSINESS

The Director's review for 2018 was completed on 05-Mar-2019.

Review, discuss, and update as necessary the designated signatories for our bank accounts.

Filming for a Montclair student's thesis project successfully concluded this past Sunday after three days of hard work. The entire crew was a delight; professional, considerate, and very attentive to ensuring minimal disruption to the Library, staff, and patrons. We look forward to hosting a screening of the finished product!

NEW BUSINESS

Bank signature cards- How many signatures are needed and are they up-to-date with current board members on the account records at Columbia and Atlantic Steward Banks?

- There needs to be a minimum of 2 signatures.
- It was decided that Jean Mele, Dr. Spirito, Evan Toth will be the signatures on record.

FRIENDS OF THE LIBRARY

The Friends wish to acknowledge with some kind of memorial, Alan Traino, who was instrumental in providing the eclipse glasses for 2017's solar event. Suggested ideas include:

- Astronomy related statue (e.g., a telescope)
- Celestial sky projector
- Lending telescope with study kit

Everything will be looked at and taken into consideration.

PUBLIC BE HEARD: A patron approached Gina with an idea to write a grant for the library that will benefit the entire community. This grant opportunity (\$50, 000) is being offered by her employer, Bank of America. Mayor Goldberg approved and offered for her to contact him directly for further assistance.

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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: 5:38 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
Nay									
Abstain									
Absent		x		x		x			

Next Regular Meeting – Wednesday, 08-May-2019 at 4:30 P.M.

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Summary of Resolutions and Votes

- Vote #2019-V001: Approving the Minutes for 13-Mar-2019– Regular Public Meeting. 2
- Vote #2019-V002: Approving the Bill List for 14-Mar-2019 through 10-Apr-2019 , inclusive. 2