

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

## Board of Trustees Regular Monthly Meeting

### Minutes – May 8, 2019

MEETING CALLED TO ORDER:

Time: \_4:35pm\_\_\_\_\_

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 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

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

- **Vote #2019-V015: Approving the Minutes for 10-Apr-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			1st					2nd	
Aye	X	X	X		X				
Nay									
Abstain						X	X	X	X
Absent				X					

**PUBLIC BE HEARD – AGENDA ITEMS ONLY:**

**FINANCIAL REPORTS/BILL LIST**

**Richard Goldberg, Committee Chairperson**

- **Vote #2019-V016: Approving the Bill List for 11-Apr-2019 through 08-May-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	X
Nay									
Abstain									
Absent				X					

The Borough budget was passed at the May 1 meeting. Salary increases should appear in the Pay Period 11 paychecks and retro pay is due to the following categories of employees, where applicable:

- non-Union, Supervisor, Full Time (Director)
- IUJAT, Supervisor, Full Time (Department Heads)
- non-Union, non-Supervisor, Full Time (Business Manager)

Discussion and clarification: When retro pay is calculated for part-time, vouchered employees and the first pay period included is Pay Period 01 which includes dates from the previous year and the current year...

- Is retro pay to be calculated for the first pay period for just those hours worked in the current year?
- Answer- Retro pay is based on hours in 2019 only.

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

## Board of Trustees Regular Monthly Meeting

### BUILDINGS AND GROUNDS

**Joseph Metzler, Committee Chairperson**

Separate report.

As per Mary Ellen, there are many open work orders still for different lighting issues throughout the library. She is waiting for Mike from DPW. The following is still open:

- Switches in the electrical box in hallway need to be replaced.
- Lights are out in the children’s room. Lights outside are still out in two different places.
- Lights along the wall in Room A will not turn on. New switches are needed.

Other issues still open:

- Carbon Monoxide alarms need to be installed.
- Lime came in to see the lights inside and outside so they can draw up a proposal. Mary Ellen is still waiting for that proposal.
- Otis Elevator replaced a part that was still under warrantee. They are now waiting on the state to come in and test the elevator for final approval. Until this happens, the elevator cannot be used.
- Verizon was contacted about changing copper to fiber optics lines. It may be possible. However, certain parts of the town do not have this option as of right now.

Completed issues:

- Paino Roofing Company cleaned the roof.
- Van Natta forwarded a proposal for the air curtain by the side entrance (by room A).
- Reiner power washed the condenser coils.
- Verizon -Both fire alarm phone lines are not working. Also, there was no dial tone on the phone line in the lift. Verizon worked on both issues.
- State of NJ- Passed the boiler inspection.

### TECHNOLOGY

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

No report

### POLICY

**Darryl Siss, Committee Chairperson**

No report

### PERSONNEL

**Joseph Metzler, Committee Chairperson**

- **Vote #2019-V017: Approving the hiring of Adam Markle and Ammie Blumeling, Library Assistants – Circulation for 30 hours/pp and 26 hours/pp, respectively, at \$10.25/hour, retroactive to April 30, 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					

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

## Board of Trustees Regular Monthly Meeting

**COMMUNICATIONS**

**Monica A. Smith, Director**

None

**COMMUNITY PUBLIC RELATIONS**

**Evan Toth, Committee Chairperson**

No report

**NOMINATING**

**Richard Goldberg, Committee Chairperson**

No report

**NEGOTIATIONS**

**Jean Mele, Committee Chairperson**

As of 06-May-2019, no communication as to scheduling the next meeting between the Library and UPSEU

**MEETING ROOM APPLICATIONS**

None

**PROFESSIONAL DEVELOPMENT**

Monica Smith attended

- A presentation at SHI group in Somerset, NJ on cybersecurity. Monica thought it was a great learning experience.
- A BCCLS training on what to expect with the internal delivery system. There should be a dry run happening sometime end of May/ beginning of June with a takeover by July 1<sup>st</sup>.
- BCCLS LAMP Community Circle Breakfast which discussed topics including sick leave, minimum wage, and other personnel-related issues

**OLD BUSINESS**

No report

**NEW BUSINESS**

No report

**FRIENDS OF THE LIBRARY**

No May meeting

**PUBLIC BE HEARD:**

No report

**MOTION TO ADJOURN: 5:08pm**

*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					

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

Next Regular Meeting – Wednesday, 12-Jun-2019 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2019-V015: Approving the Minutes for 10-Apr-2019– Regular Public Meeting. 2
- Vote #2019-V016: Approving the Bill List for 11-Apr-2019 through 08-May-2019 , inclusive. 2
- Vote #2019-V017: Approving the hiring of Adam Markle and Ammie Blumeling, Library Assistants – Circulation for 30 hours/pp and 26 hours/pp, respectively, at \$10.25/hour, retroactive to April 30, 2019. 3