

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

## Board of Trustees Regular Monthly Meeting

### Minutes – July 10, 2019 –

MEETING CALLED TO ORDER:

Time: \_4:32 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		

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APPROVAL OF THE MINUTES FOR: June 12, 2019– Regular Public Meeting

**Vote #2019-V020: Approving the Minutes for 19-Jun-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	X		X	X
Nay									
Abstain									
Absent	X						X		

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

**FINANCIAL REPORTS/BILL LIST**

**Richard Goldberg, Committee Chairperson**

- Dr. Spirito questioned if we are overspending on contracts. As per Mary Ellen we have flat rates. Only in the case of Extel, it was added on after the budget was set.
- **Vote #2019-V021: Approving the Bill List for 13-Jun-2019 through 10-Jul-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		

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

**Completed:**

- Carbon monoxide alarms were installed.
- The men’s bathroom had a leak. It has been fixed.
- Possible squirrels were heard in the hallway ceiling between the children’s and adult area. Acorn Pest control was called. They placed traps in the ceiling.
- Harry Gordon came in to patch up holes outside the building to prevent squirrels from coming in.
- Reiner performed planned HVAC maintenance. They proposed that certain parts need replacing for unit #7.
- Security alarms went off at 9:17 and 11:57 pm. Door 17 cannot always reach the system. It has been fixed.
- All Bergen came in and was able to slow down the door closing in Room A.

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**Still Open:**

- Lights in the children’s room are still out. Outside lights closest to the street and outside lights closest to the building are out.
- Lights along the wall in Room A crackled, went out, and will not turn back on. As per Mike, new switches are needed.
- Switches in electrical box in hallway need to be replaced.
- Sixteen 6 –footlights are out over the book stacks, under the balcony, and 6 lights out over circulation, DVD section and lobby area.
- D&C Electric, Amptek & Ippolito Electric walked through the library to create a proposal on replacing the lighting. Mary Ellen is waiting for the actual proposals.
- Rob from CTCL checked out the security system and door 22 and ordered a part.
- Acorn Pest Control placed a trap in the ceiling in Room C. As he was up there he noticed a lot of mice droppings. He will come back in a few days to see if anything has been caught.
- Jen Scully sending an email to Mary Ellen and will provide an estimate of repairs to the gutter (on the Jefferson side). The gutters are pushed down and the joints are separated.

• **Vote # 2019- V022: Vote on Resolution to use funds from Capital Reserve up to \$1,800.00 for Reiner.**

*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
Nay									
Abstain									
Absent	X						X		

**TECHNOLOGY**

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

The building alarm continues to have instances of door sensor problems. While the company is responsive in making a service call, no satisfactory explanation has been offered as to why this keeps happening.

**POLICY**

**Darryl Siss, Committee Chairperson**

Fifteen minutes recap (10 minutes to present and 5 minutes for Q&A) of the NJLTA workshop Monica attended on 6/15.

**PERSONNEL**

**Joseph Metzler, Committee Chairperson**

Reminder: Monica will be on vacation beginning 7/26 through 8/9.

Question from Monica- Is it ok for Maryellen to sign this round of vouchers while she is on vacation or not available?

Answer- Yes.

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- Vote #2019-V023: Vote on allowing MaryEllen to sign payroll vouchers when Monica is not available.**

*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
Nay									
Abstain									
Absent	X						X		

### COMMUNICATIONS

**Monica A. Smith, Director**

no report

### COMMUNITY PUBLIC RELATIONS

**Evan Toth, Committee Chairperson**

Adult services have seen initial and continued interest in the themed summer reading events staged throughout the summer; the patrons are enjoying contests and raffles.

### NOMINATING

**Richard Goldberg, Committee Chairperson**

no report

### NEGOTIATIONS

**Jean Mele, Committee Chairperson**

The Personnel Committee met with the employee representatives and union representatives on 6/11; no additional updates and the next meeting time is pending.

### MEETING ROOM APPLICATIONS

American Financial Education Alliance (Wyckoff chapter), in-house training, 4 dates in August.

- Vote #2019-V024: American Financial Education Alliance for in-house training.**

*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
Nay									
Abstain									
Absent	X						X		

### PROFESSIONAL DEVELOPMENT

Previously covered in Policy discussion.

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### OLD BUSINESS

- BCCLS intra-delivery system is up and running. We, on route 2, had some minimal backlog, but they doubled up on our deliveries for a couple of days and we're pretty smooth now. Also, by the end of August, new trucks will be available for delivering items.
- Banking-Jean and Dr. Spirito went to Columbia Bank and updated a CD that matured for another 18 months at 2.35 %.

**NEW BUSINESS:** A proposal from Policy & Procedures Committee will be submitted to BCCLS in September for a vote in October 2019 about having unified loan periods across BCCLS.

### FRIENDS OF THE LIBRARY

- A full book cart was delivered the week of 6/24 and replenished on 7/9.
- There are no additional reports due to no regular meetings being held in July and August.

**PUBLIC BE HEARD:** no report

**MOTION TO ADJOURN: 5:53 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		1st						2nd	
Aye		X	X	X	X	X		X	X
Nay									
Abstain									
Absent	X						X		

**Next Regular Meeting – Wednesday, 14-Aug-2019 at 4:30 P.M.**

### Summary of Resolutions and Votes

- **Vote #2019-V020: Approving the Minutes for 19-Jun-2019– Regular Public Meeting.** 2
- **Vote #2019-V021: Approving the Bill List for 13-Jun-2019 through 10-Jul-2019 , inclusive.** 2