

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – August 14, 2019

MEETING CALLED TO ORDER:

Time: __4:30 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: July 10, 2019– Regular Public Meeting

- **Vote #2019-V022: Approving the Minutes for 10-Jul-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	X		X	
Nay									
Abstain									
Absent							X		X

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- Jean questioned the bills from the Ridgewood Public Library, the BCCLS bill which was a quarterly payment, and Amazon. All were explained by Maryellen and Monica.

- **Vote #2019-V023: Approving the Bill List for 11-Jul-2019 through 14-Aug-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		X	
Nay									
Abstain									
Absent							X		X

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Completed:

- Zone 18 Alarm kept going off. CTCI was able to correct the issue remotely.
- Reiner worked on the air-conditioning unit # 7 and also replaced a 2nd blower wheel.
- Ken Post from Boswell came and walked through the library to see what lighting fixtures needed replacing or to be fixed. He is currently writing up the proposal.
- There was graffiti found in the men’s room stall this past weekend. It was removed by staff. Photos were provided to the board.

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Still Open:

- Lights in the children’s room, outside lights closest to street, over the reference desk, over the book stacks, DVD, and lobby area are still out.
- There has been a request from Mary Ellen to Jennifer Scully for an update on the gutters and water sprinkler. We are waiting for her response.
- Harry Gordon is coming this week to repair/replace a window frame and a grate which is pulled away from the window.
- Heits has been called in to clean the fan blades and window ledge in the children’s area. They need to come back to measure and need to bring a lift to reach the areas.

Joe requested for Maryellen to provide a list of A/C units and when they were installed.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

no report

POLICY

Darryl Siss, Committee Chairperson

Emailed the proposed BCCLS P&P changes for unified loans to the board members on 8/12; included in the board packet. Monica explained in more detail what exactly this means and how it would affect all BCCLS libraries.

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2019-V024: Accept the resignation of Aimee Ellerbrook, Library Assistant, effective 09-Sep-2019 (last day)**

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

We plan to fill the vacated position with a Library Assistant (Title), Circulation (Department), Circulation and Paging Duties (Role). The posting will first be in-house for a minimum of 10 calendar days before advertised externally on the website, newspapers, and job boards.

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

no report

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MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

Monica attended a BCCLS webinar on Square Space, a web development and hosting tool. She was not too impressed with it however; she felt that it was good information to have knowledge of.

Gina Gerard has been accepted to LibraryLinkNJ's Super Supervisor program. Gina also was asked to explain about her project with the Library of Congress. Louis Bay 2nd Library is an official Inter-loan Library with the Library of Congress. The mayor and council requested a press release.

OLD BUSINESS

The patron preparing a grant application informed us, and copying Eric Mauer, that due to the overwhelming response, the decisions have been pushed off to the end of July. Mayor Goldberg received an update- unfortunately we were not chosen for the grant.

NEW BUSINESS

- Joe brought up that a patron mentioned that friends of the Ridgewood library sponsor museum tickets for patrons. According to Marilyn (who happened to be there) that was the case, however, for a variety of reasons the Friends decided to end that program. The board requested that new research be done on a few museums as to costs etc. and to bring it up at next month's meeting.

FRIENDS OF THE LIBRARY

- Toni Corsini has agreed to be the President of the Friends for the next year.
- There was a book cart replenishment at the town pool 2x's but has now tapered off.
- There will be a book sale and free book giveaway at the car show and at the farmer's market.

PUBLIC BE HEARD: No report

MOTION TO ADJOURN: 5:27 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

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Next Regular Meeting – Monday, 09-Sep-2019 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2019-V022: Approving the Minutes for 10-Jul-2019– Regular Public Meeting. 2
- Vote #2019-V023: Approving the Bill List for 11-Jul-2019 through 14-Aug-2019 , inclusive. 2
- Vote #2019-V024: Accept the resignation of Aimee Ellerbrook, Library Assistant, effective 09-Sep-2019 (last day) 3