

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – September 9, 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: August 14, 2019– Regular Public Meeting

- **Vote #2019-V025: Approving the Minutes for 14-Aug-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
Absent	X	X				X			

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

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- **Vote #2019-V026: Approving the Bill List for 15-Aug-2019 through 09-Sep-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
Nay									
Abstain									
Absent	X	X				X			

Representatives of Suplee, Clooney & Company (CPA) came to review our 2018 & 2017 audit.

- On page 7 of the *Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library for the Years Ended December 31, 2018 and 2017*, a snapshot of the year was discussed. It was a positive review.
- A question came up asking if this firm audits other libraries and is the Louis Bay 2nd fund balance in the normal range and the answer was yes to both.
- Mayor Goldberg questioned whether any surplus needs to be returned to the boro and the answer from the auditors was no.

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- **Vote #2019-V028: accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library for the Years Ended December 31, 2018 and 2017.**

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			

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate Report

Issues that are still open:

- Breakers in electrical box in hallway need to be replaced.
- Lights in the children’s room, circulation, DVD area, lobby, and in the stacks. Parking lot lights are still out also.
- Amptek did a walk thru the library to see what lighting issues we had. Mary Ellen is waiting on a written proposal.
- Harry Gordon will be coming this week to fix a rotting window frame and a grate that is pulling away from the window.
- Heits is going to clean fan blades and window ledges in the children’s room. They need to come back and measure as a lift is needed. Mary Ellen is waiting for a written proposal.

Issues closed:

- Reiner fixed the humidity level which was very high. The 2nd condenser was not turning on.
- As per Reiner, the heat exchange was not working on Unit #7. As the unit is 17 years old Reiner said that this would be a major repair. A proposal for the repair and for a new unit was provided. As per the Mayor , he will reach out to Eric and start getting this to go out to bid.
- Boswell- Ken Post came and did a walk through to see what work needs to be done for fixing /replacing lighting fixtures. A proposal should be forthcoming within the next 1-2 weeks. It is the understanding by the Mayor that Boswell is going to do a “staged” proposal.
- Mary Ellen spoke to Senator Lagana’s office in regards to AED training. According to the office, NJ law requires employee(s) to be trained using an AED to render emergency service. Further information will be needed in order to decide what to do. Mary Ellen will follow up. Monica had asked if there are costs involved (training & supplies) could Professional development funds be used for this. As per Mayor Goldberg and Dr. Spirito the answer is yes.

Monica asked the Superintendent to provide us with any additional information regarding the new PCTI bus stop behind the Library. There will be a pick up in the morning prior to the Library opening up and a drop off in the afternoon for the new school year.

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TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- Monica arranged to speak to Procopy about having a better patron experience. More details will follow in October.

POLICY

Darryl Siss, Committee Chairperson

- Monica discussed that BCCLS is creating a collective agreement that there will be automatic renewals on all items borrowed. She believes that this will pass at Systems Council.

Approve the 2020 Holiday Calendar. (Same as 1992)

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			

- **Vote #2019-V027: Approve the changes to the Circulation Policy regarding uniform load periods and detailing conditions for a blocked patron card.**

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			

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PERSONNEL Joseph Metzler, Committee Chairperson

- Vote #2019-V028: Approve the promotion of Miriam Sokolska, Page, to Library Assistant (Title) – Circulation (Department) – Circulation & Paging (Role), for 16 hours per pay period at \$11.25/ hours, effective 14-Sep-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
Nay									
Abstain									
Absent	X	X				X			

COMMUNICATIONS

Monica A. Smith, Director

no report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

- There was a discussion last month about the Friends of the Library possibly re-starting the museum passes for patrons. Mary Ellen was asked to look further into this possibility and found that many of the passes were costly. A list of those costs was supplied to every board member.

NOMINATING

Richard Goldberg, Committee Chairperson

no report

NEGOTIATIONS

Jean Mele, Committee Chairperson

No communication from the union or staff on scheduling the next negotiations meeting.

No communication from staff or Personnel Committee on scheduling the next grievance meeting.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

The Library plans to close on Friday, December 13, 2019 for Staff Development. This is the optimal date as it is 2 days after the last board meeting for the year. It was approved for a 1 pm closing.

OLD BUSINESS

Mary Ellen provided paperwork on the air conditioning units as per Joe’s request.

NEW BUSINESS

none

FRIENDS OF THE LIBRARY

The BCCLS Friends breakfast is Tuesday, Oct 22 at Seasons.

The Friends are having a meeting on Sept. 10, 2019 to discuss reorganization.

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PUBLIC BE HEARD: none.

MOTION TO ADJOURN: 5:31 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
Nay									
Abstain									
Absent	X	X				X			

Next Regular Meeting – Wednesday, 09-Oct-2019 at 4:30 P.M.

Summary of Resolutions and Votes

- **Vote #2019-V025: Approving the Minutes for 14-Aug-2019– Regular Public Meeting.** 2
- **Vote #2019-V026: Approving the Bill List for 15-Aug-2019 through 09-Sep-2019 , inclusive.** 2
- **Vote #2019-V027: Approve the promotion of Miriam Sokolska, Page, to Library Assistant (Title) – Circulation (Department) – Circulation & Paging (Role), for 16 hours per pay period at \$11.25/ hours, effective 14-Sep-2019.** 5