

Louis Bay 2nd Public Library
Board of Trustees Regular Monthly Meeting

Agenda – November 13, 2019 –4:30 P.M.

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	
Theresa DiGeronimo, Supt. Alternate		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: October 9, 2019– Regular Public Meeting

- **Vote #2019-V033: Approving the Minutes for 09-Oct-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
Nay									
Abstain			X						
Absent		X		X					

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- **Vote #2019-V034: Approving the Bill List for 10-Oct-2019 through 13-Nov-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					

Discussion:

- Why do we buy the Sunday NY Times when the library is closed on Sunday? Monica Smith: For archives. Patrons are interested in reading the Sunday Times throughout the week.
- We pay Optimum for “add ons.” What is that? The exact reason appears uncertain; it may be for increased speed.

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• Resolution #2019-R002: Approving modification to the 2019 Budget

From	Amount	To	Amount
10GR – Books	400.00	15A - Programs	400.00
17ARC	250.00	15A – Programs	250.00
11JV - Audio Visual	1000.00	10JV - Books	1000.00

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					

Monica Smith explained the reason for the transfer of monies.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate report

Lighting replacement proposal – included in board packets or already delivered to committee members

Discussion re: lighting: How to fund lighting needs? Capital campaign? From reserves? From Friends of Library?

- All elements in the Boswell proposal are necessary.
- The Building Committee needs to decide what should be done.
- The Finance Committee needs to determine how the work should be funded.
- The two committees will meet on Nov. 21, 2019 and report back to the Board.

Discussion re: AED training: State law requires certification to use automated external defibrillator (AED)

- Review of what other libraries are doing (as self-reported in survey distributed by Monica Smith)
- Acknowledgement that we cannot require such training.
- Agreement that we will ask staff if anyone would like to be trained.
- A motion made and approved as noted in Vote #2019-V037.

Discussion re: New printer/copier from Procopy

- Procopy submitted a proposal for purchase and a proposal for lease.
- The machine will copy/print/scan and will charge a different price for black & white vs. color.
- It is agreed that the Technology Committee will meet to discuss the proposals and report back to the Board.

Discussion re: Camera blind spots

- There is a need to identify the blind spots inside and outside the building.

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- Police Captain Vanderhook has agreed to arrange a police walk-through to recommend how to best secure blind spots.
- Monica Smith will contact current camera vendor to ask for recommendations.
- **Vote #2019-V037: Resolving to pay for AED training/certification for staff members who volunteer for such training.**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Lori Garrison</u>	<u>Mavor 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

Public copier/printer proposal – included in all board packets

- Discussed under Building & Grounds report

Setting a date to talk with IT about staff computer upgrades in anticipation of support ending for Windows 7 OS.

POLICY

Darryl Siss, Committee Chairperson

- **Vote #2019-V035: Approving the corrected 2020 Board Meeting List**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Lori Garrison</u>	<u>Mavor 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					

Corrected dates included in Board packets

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2019-V036: Accept the resignation of Caitlin Dobbin, Page, retroactive to 08-Nov_2019.**

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

COMMUNICATIONS

Monica A. Smith, Director

no report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

no report

NOMINATING

Richard Goldberg, Committee Chairperson

no report

NEGOTIATIONS

Jean Mele, Committee Chairperson

Discussed in private session.

MEETING ROOM APPLICATIONS

Discussion: Census taker training

- Request from Damon White for a room to train people how to take the census. However, application says: "Job Fair Table Event."
- It is possible White is a job recruiter and charges for this service.
- Board agreed to deny the room request.
- Applicant can appeal at a future meeting.

Discussion: Health Fair

- The Hawthorne Municipal Alliance and the Board of Health would like a room to hold a Health Fair on a Saturday in May. Monica will send available dates to Lori DiBella.

PROFESSIONAL DEVELOPMENT

none

OLD BUSINESS

none

NEW BUSINESS

Mary Ellen Puzen asked if the Board would consider giving Library staff (28 people) gift cards for the holiday season. Ten dollars was suggested. Monica Smith will report at the next meeting which line in the budget would fund this cost.

FRIENDS OF THE LIBRARY

Gifted the staff break room with a new table and 6 chairs, thank you!

PUBLIC BE HEARD:

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None

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

PRIVATE SESSION:

Discussion: Grievance re: posting of open positions

Agreed to post job openings 10 calendar days in staff areas prior to posting externally.

Signed by Director Smith and Board President Spirito.

Discussion: UPSEU Tentative Agreement

Tentative agreement reached on Nov. 6, 2019 for non-economic-related points.

Agreement read aloud and discussed.

Negotiations Committee will meet again on Dec. 11, 2019 at 9:30 a.m. in the library meeting room.

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

MOTION TO ADJOURN: 5:49 pm

Library Board Roll Call Vote

Comment [TD1]: I am not sure of the spelling of the names of the people involved. Add them please if necessary

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Motion					1 st			2 nd	
Aye	X		X		X	X	X	X	X
Nay									
Abstain									
Absent		X		X					

Next Regular Meeting – Wednesday, 11-Dec-2019 at 4:30 P.M.

Summary of Resolutions and Votes

- **Vote #2019-V033: Approving the Minutes for 09-Oct-2019– Regular Public Meeting.** 2
- **Vote #2019-V034: Approving the Bill List for 10-Oct-2019 through 13-Nov-2019 , inclusive.** 2
- **Resolution #2019-R002: Approving modification to the 2019 Budget** 3
- **Vote #2019-V037: Resolving to pay for AED training/certification for staff members who volunteer for such training.** 4
- **Vote #2019-V035: Approving the corrected 2020 Board Meeting List** 4
- **Vote #2019-V036: Accept the resignation of Caitlin Dobbin, Page, retroactive to 08-Nov_2019.** 4