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

Minutes – January 8, 2020

MEETING CALLED TO ORDER: Time: 4:31 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	4:46 arrival
Joseph Metzler	12/2021	X		
Diana Connolly	12/2023	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 2nd Public Library
Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: December 11, 2019– Regular Public Meeting

- **Vote #2020-V001: Approving the Minutes for 11-Dec-2019– Regular Public Meeting.**

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion					1st		2nd		
Aye	x		x		x	x	x	x	x
Nay									
Abstain		x							
Absent				x					

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

Resolution #2020-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor.

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion			2nd			1st			
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

The Louis Bay 2nd Public Library adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Library Director.

The Record, The Herald News and the Gazette were designated the official newspapers of the Louis Bay 2nd Public Library, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 1, 2020 through December 31, 2020.

The Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2020 through January 31, 2020.

- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- Hudson United Bank, Franklin Lakes and Mendham, NJ

- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Valley National Bank, Fairlawn, NJ
- Wells Fargo, Hawthorne, NJ

The firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 1, 2020 through December 31, 2020 at an annual fee of $2,450.00 per their proposal.

FINANCIAL REPORTS/BILL LIST **Richard Goldberg, Committee Chairperson**

- **Vote #2020-V002: Approving the Bill List for 12-Dec-2019 through 08-Jan-2020 , inclusive.**

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion				1st		2nd			
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

- **Resolution #2020-R002: Approve up to $4,125 from Capital Reserve for the purchase of replacement light parts, up to 180 bulbs and 30 ballasts.**

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion			1st	2nd					
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

- As per Joe M., Mike from DPW will be installing the bulbs asap.

BUILDINGS AND GROUNDS **Joseph Metzler, Committee Chairperson**

Separate Report

- A question came up as to why the fan blades and window ledges have not been done. This work order was opened in August of 2019 and is still open. There seems to be an issue with the stacks being too close for a mechanical lift to get through. The Mayor suggested that Mary Ellen contact Ed Easse for assistance.

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

- The PCs have been received. HBOE techs will schedule to install them January 20,2020.
- Copier Multi-Function Unit (MFU) to be received and installed the week of 13-Jan. The decision was to go with the leased option.
- **Vote #2020-V003: Approving the shared Services Agreement for Technology Support Services between the Louis Bay 2nd Library and the Hawthorne Board of Education for 2020.**

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion			1st	2nd					
Aye	x	x	x	x	x	x		x	x
Nay									
Abstain							x		
Absent									

- **Vote #2020-V004: Approving entering into a service agreement with CTCI for building security for 2020.**

- CTCI- (Commercial Technology Contractors Inc.) -This is the new security system. The contract for service for the first year was free. Monica asked if the Board wanted to enter into a new service agreement for $750.00. The board will take this under consideration and will discuss at next meeting. **No vote was taken**.

POLICY **Darryl Siss, Committee Chairperson**

02-Jan redistributed a modified unattended minors policy and procedure to the Policy Committee for review and discussion. This is only a "rough draft".

PERSONNEL **Joseph Metzler, Committee Chairperson**

A Library Monitor position has been posted internally from 06-Jan-2020 through 15-Jan-2020, inclusive.

COMMUNICATIONS **Monica A. Smith, Director**

None

COMMUNITY PUBLIC RELATIONS **Evan Toth, Committee Chairperson**

no report

NOMINATING **Richard Goldberg, Committee Chairperson**

President – Dr. Richard Spirito
Vice President – Evan Toth
Treasurer / Secretary – Jean Mele

A list of Committee Appointments for 2020 was distributed.

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion									
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

NEGOTIATIONS **Jean Mele, Committee Chairperson**

- We are still waiting on an updated copy of the UPSEU contract, signed by the Union.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

Continuing education is required by law. Under NJSA (New Jersey Statutes Annotated 15:21-2.3): a member or members of the board or commission must have received a minimum of seven total hours of library-related education annually to qualify for state aid, among other requirements.

Trustee Academy Webinar Series – 3 new webinars; and Short Takes for Trustees (see separate handout).

OLD BUSINESS

- After school patrons are still an issue. This was discussed at length between the Director and the Board. Two police officers also sat in to see what suggestions they may have. It was decided that the library monitor job would be the way to go. A position with the job description was posted in the library. The Director stated if the position does not get filled internally, the job opening will be posted publicly including at the schools. A number of board members questioned why the position was not posted at the schools now.
- Library Construction Bond (see email handout)- As of Jan 6, 2020 the Notice of Grant Opportunity for the Library Construction Bond has been published in the New Jersey register. There are specific rules regarding submission. The link was provided with the application. Applications will be accepted from March 9, 2020 –April 6, 2020 by 4pm.

NEW BUSINESS

no report

FRIENDS OF THE LIBRARY

The first meeting for 2020 will be held Tuesday Jan 14, 2020 at 6:30 pm.

PUBLIC BE HEARD:

- **Hawthorne Library Foundation** (Established 1995) – Currently, the President is Dave Van Lenten and Brent Sjaardema is Treasurer. Brent came in to discuss the future of the foundation.
- He provided a little background on the foundation and their mission statement.
- The foundation provides 3 scholarships annually at $350.00 each.
- Brent provided a financial "picture" of what is currently in the bank. There are two main accounts- $8,453.81 is in Columbia Bank and $14,402.21 in Valley Bank.
- Due to the fact that many of the past members have passed on or retired, he needs to seek new members or the foundation will cease to exist. Options were offered to the board as to how to dissolve the foundation if it comes to that or what he can do to recruit new members.
- Brent was willing to stay on as treasurer if new members were found.
- He was planning to attend the Friends of the Library monthly meeting to see if members were interested.

MOTION TO ADJOURN: 6:07 pm

Library Board Roll Call Vote

	Diana Connelly	Lori Garrison	Mayor Goldberg	Jean Mele	Joe Metzler	Darryl Siss	Richard Spirito / DiGeronimo	Evan Toth	Dr. Spirito
Motion					1st			2nd	
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

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

Next Regular Meeting – Wednesday, 12-Feb-2020 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2020-V001: Approving the Minutes for 11-Dec-2019– Regular Public Meeting. 2

Resolution #2020-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor. 2

- Vote #2020-V002: Approving the Bill List for 12-Dec-2019 through 08-Jan-2020 , inclusive. 3
- Resolution #2020-R002: Approve up to $4,125 from Capital Reserve for the purchase of replacement light parts, up to 180 bulbs and 30 ballasts. 3
- Vote #2020-V003: Approving the shared Services Agreement for Technology Support Services between the Louis Bay 2nd Library and the Hawthorne Board of Education for 2020. 4
- Vote #2020-V004: Approving entering into a service agreement with CTCI for building security for 2020. 0