

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

Minutes – May 13, 2020 4:00pm

MEETING CALLED TO ORDER:

Time: 4:09pm

PUBLIC PORTION OF MEETING BEGINS:

Per the New Jersey Open Public Meeting Law, amended on March 20, 2020, adequate notice of this meeting has been provided.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Theresa DiGeronimo, Superintendent's 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		
Michael Sciarra Mayor's Alternate	N/A	X		
Darryl Siss	12/2024	X		
Richard A. Spirito, Jr. Superintendent 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	

Note Also in attendance was Tamer Mamkej, Network Administrator, Hawthorne Public Schools, in the role of Administrator for the virtual meeting using Zoom.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

• Vote #2020-V012: Approving the Minutes for 11-Mar-2020– Regular Public Meeting.

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Lori Garrison</u>	<u>Mayor Goldberg</u> / <u>Michael Sciarra</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito</u> / <u>Theresa DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1			2			
Aye	x	x	x	x	x	x		x	x
Nay									
Abstain							x		
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

No email questions. (Monica)

No Q&A entries through the Zoom Meeting option. (Tamer)

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- **Vote #2020-V013: Approving the Bill List for**
 - **12-Mar-2020 through 08-Apr-2020 , inclusive.**
 - **09-Apr-2020 through 13-May-2020, inclusive**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Lori Garrison</u>	<u>Mayor Goldberg</u> / <u>Michael Sciarra</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito</u> / <u>Theresa DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion	2			1					
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

Dr. Spirito: For the April bill list, why are there 2 for ProCopy? (#8576, #8583)

Monica: #8576 is the monthly leasing amount for the MFU copier in the area. #8566 is the maintenance contract for the other two units, Admin and Tech Services.

Monica: Called attention to #8566, reimbursement to her for the Protexus Electrostatic Sprayer and disinfectant tablets ordered in March, immediately prior to our shutting down. Monica was told to order the item and expedited the order by charging it. Status of the delivery is that the tablets are in buy the sprayer is not; shipment will not be divided and we expect both items together.

Dr. Spirito: Offered information received from Eric Maurer, Borough Administrator regarding Covid-19 purchases that would be reimbursable under the Federal CARES act.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Mayor Goldberg: They would be reimbursable; keep track of your expenditures for anything that is Covid-19 related. Described the next steps required by the County, Borough Council, and Mayor to work with the grant. He believes that any purchase after 3/1/2020 is eligible.

Jean Mele: Is that something you will be using in the Library?

Monica: Expectation is that staff will be doing this, not an outside company.

Daryl Siss: Will this be done during the day or after hours?

Monica: During the day, but can be done before the library opens, especially if, when we first are cleared to re-open that it may be just for staff and not patrons and we may have reduced hours at first.

Dr. Spirito: How is it being used in the schools?

Richard Spirito: Describes how it is currently being used in the schools. The kids were already gone. Also, the school is so big that they are looking for higher capacity units.

Lori Garrison: Described how the police department is using it for vehicles at end of shift.

Evan Toth: Why did Monica make the purchase out of pocket?

Monica: Focused on getting the order in ASAP, knowing that even placed in March we would not get it until May. As our usual business processes were in flux with closing so quickly, did not really have the time to coordinate purchase orders, vouchers, signed vouchers, etc. providing that the vendor would even agree to that method of payment. This all will be brought to attention at the next audit.

Jean: How is our revenue coming in?

Monica: The Borough's budget got approved (Confirmed by Mayor Goldberg that there was a budget hearing on 5/6/2020, and it will should get approved at the next meeting, 5/20/2020). We will get our check after the budget is approved, minus the amount they give us in January to tide us over, usually about \$75,000.

Jean: Not getting any fine money? Question about our revenue.

Monica: The only fine revenue we're taking in right now is the payments by credit card (also replacement costs) which is paid out quarterly by BCCLS, latest payment was a little over \$413. BCCLS has extended due dates to 9/1/2020. We're at about 33% of our expected contra from printing, scanning, and faxing fees which go into the Administrative supplies income line.

Michael Sciarra: Why would line items in be April be higher than in March for when the library was not operating, specifically utilizes.

Monica: Explained shipments for materials from Baker and Taylor and Midwest were delayed.

Mayor Goldberg: Speculation that it was an estimated v. actual reading; additionally, heat is kept on albeit at low temperatures.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Depending on how the lighting improvements are to be funded, whether entirely through the Library or a combined effort between the Library and Borough, the appropriate authorizing resolution must be provided as part of the NJ Library Construction Bond Act Grant Application.

- A – funded by the Library
- B – funded by the Library and the Borough

After discussion, it was agreed that Resolution A is appropriate for our situation. Monica and Dr. Spirito will both sign and Monica will email it to the contact at Boswell Engineering.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Resolution #2020-R0A)

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Lori Garrison</u>	<u>Mayor Goldberg</u> / <u>Michael Sciarra</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito</u> / <u>Theresa DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				2	1				
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

NEW BUSINESS

- roof leak

Monica: Trying to find the paperwork from Lori Fernandez, Borough Clerk, on when that part of the roof was done. Need Paino Roofing to fix this one and for all, in anticipation of the lighting project.

Joe Metzler: Rubber roof was supposed to be guaranteed for 25 years.

- fan cleaning

Monica: Carryover question from March’s meeting, a “day” for Taylor Rental is 24 hours. The cleaning company will handle the rental. Propose that it is done while we’re closed. Mary Ellen Puzen will be here when they come.

- payment for virtual programs

Monica: Had already cut a check for a performer that was to be in-house for April. Obviously got cancelled; however, did 2 virtual programs through the Library’s Facebook Live feed for the same amount. Staff wanted to know if they do schedule virtual programs and pay out-of-pocket, will they get reimbursed. Prior question from Jean Mele, how many people are actually attending virtually? It fluctuates during the course of the program (24 – 32) and also keep in mind that that’s showing how many devices/accounts are connected and watching, but there could definitely be 2 or more people watching from one device.

Evan Toth: Can we partner with other libraries to share the cost.

Monica: That is a challenge in regular times, so in these unprecedented times, I don’t know how we would coordinate hosting, payment, etc.

Evan Toth: Does the library have a YouTube page? (Monica: no). Suggesting doing this through Zoom or YouTube. Copyright issues are a big consideration.

Mayor Goldberg: It would be in violation for municipal payment methods, so it’s best to hang back for now.

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

PUBLIC BE HEARD:

No email questions. (Monica)

One Q&A entry through the Zoom Meeting option from Amy Fletcher, indicating no question. (Tamer)

ANYTHING ADDITIONAL:

Have June's meeting in the same format, also at 4:00pm. Consensus from the board.

Monica: Resources on how to structure libraries' controlled reopening is overwhelming. Requests that the board members think about what is important to them to make sure it's addressed. A lot will depend upon the Governors directives. Move ahead with things that we know we're definitely going to need, like PPE, Plexiglas shields, etc.

Jean: Are you getting shields?

Monica: Yes, at every public desk. Prefer standalones that are repositionable. Whatever changes we make will have to be policies signed off on by the board so we have consistency.

Jean: What about books?

Monica: We've ordered carts for quarantining items for the recommended 72 hours. Items returned directly to the carts and put aside.

Dr. Spirito: Can the sprayer be used on books?

Richard Spirito: We haven't tried books, but it's supposed to be able to be used on anything. We've tried it on Chromebooks.

General conversational, mostly anecdotal with information heard through the news about unemployment.

Darryl Siss: Do we have anybody on unemployment?

Monica: I've had 2 inquiries about employment status, but I believe it has come from the folks' other, full-time jobs.

Diana Connolly: Why wouldn't someone want to come back to work? Are they that scared?

Monica: That could very well be. Employees have to make the best decisions for themselves and take advantage of their existing accrued time, any usual family leave from the state or federal, and any additional exceptional circumstances time off provided by the state or federal to account for their absences. Have to go through the right channels.

Dr. Spirito: thanks to Tamer for his technical assistance in facilitating the meeting.

Jean Mele: If we plan to open before the next meeting, 6/10/2020, will we have another meeting?

Monica: If we get more information from the state in the coming days, I think that the Policy Committee should meet to review how they want things handled.

Monica: Regarding the lighting project, can they work off-hours? We'll make a decision on that with the Building and Grounds Committee at another time.

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

MOTION TO ADJOURN: 5:05pm

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Lori Garrison</u>	<u>Mayor Goldberg</u> / <u>Michael Sciarra</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito</u> / <u>Theresa DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				1				2	
Aye	x	x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday 10-Jun-20 at 4:00 P.M.

Summary of Resolutions and Votes

- **Vote #2020-V012: Approving the Minutes for 11-Mar-2020– Regular Public Meeting.** 2
- **Vote #2020-V013: Approving the Bill List for** 2
 - **12-Mar-2020 through 08-Apr-2020 , inclusive.** 2
 - **09-Apr-2020 through 13-May-2020, inclusive** 2
- **Resolution #2020-R0A)** 4