

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

Minutes – June 10, 2020 4:00pm

MEETING CALLED TO ORDER:

Time: 4:29 PM

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.

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• Vote #2020-V014: Approving the Minutes for 13-May-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									
Absent							X		

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

Although there is an email in this public account, it is not for an agenda item and as such, will be addressed in the section “Communication” or in “Pubic Be Heard” at the end of the meeting (Monica)

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

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

• Vote #2020-V015: Approving the Bill List for 14-May-2020 through 10-Jun-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							X		

The usual financial reports were sent out prior to the meeting and also included reports for the Capital Reserve Account.

Jean – Is the cleaning bill for regular cleaning or Covid-19 cleaning?

Monica – Regular cleaning, billed monthly, 6 days per week.

Jean – Is the bill from Capital Reserve for Covis-19 related purchases?

Monica – No, it’s for Boswell Engineering for costs associated with preparing the grant for the lighting project.

Diana – What is the \$5.00 insufficient funds charge in Capital Reserve?

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Monica – will check on that and report back.

Three lists have been submitted to the Borough Administrator indicating future purchases for the Library relating to Covid-19:

- PPE – including plexiglass shields, masks, gloves, stands for hand sanitizer, disinfectant wipes
- Furniture – individual table components, chairs without fabric, desk cubicles to separate staff members grouped in close quarters.
- Technology – Chromebooks to facilitate virtual meeting attendance and streaming programming from

Currently, our past purchases fall into two categories:

- Ordered, received, invoiced, paid
- Ordered, received, invoiced, not paid.

The Business Manager had been instructed by the Borough Administrator to not pay the outstanding invoices; however, we have not yet received any further instructions as to how we will be reimbursed or how our bills will be paid on our behalf.

Diana – Would the furniture be paid for out of the Covid-19 grant?

Monica – That is hope, but that final decision is not ours to make. If it wouldn't be approved then we have no choice to keep what we've got and limit its use.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The Library's Grant Application for the New Jersey Library Construction Bond Act was successfully submitted by the deadline, June 5, 2020. Thank you to Dr. Spirito for his assistance on some last minute certifications that required signatures.

According to the State Library's website:

"... it will not be possible, as originally anticipated, to submit a list of approved projects to the Legislature in Fiscal Year 2020. The State expects, but can make no assurances, that the list will be submitted to the Legislature in mid-September."

For your review, an updated:

- HVAC Repair Log
- HVAC Unit Log with communication synopsis

Regular B&G report separate.

Previously sent an email with questions from the cleaning company regarding using our big ladder, working late night, early morning. Yes on all counts, waiting on their updated insurance certificate.

Dr. Spirito – Why are there two different prices for the round-trip delivery of the lift.

Monica – Two different Taylor Rental locations, Hillsdale and Ridgewood, and a different size.

Joe – What restrictions, if any, apply to getting it in the building and once inside, general operation?

Monica – We'll find out.

Michael – If we're renting the lift should the bulbs in the loft be changed at the same time.

Joe – No, that's part of the grant.

Dr Spirito to Joe – Have you talked to any of the guys from the HVAC companies

Joe – Describes his encounter with the two reps from Shotmeyer. The true status of where we stand with which units are operational is still unclear.

Mayor – Send the two HVAC logs to Boswell to see if they can help us figure this out.

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Joe – If additional work is needed on the HVAC units for wiring, etc., let’s coordinate it with the work anticipated for the lighting project which will require replacement of the ceiling in question and which will be moving forward, regardless of the grant award.

Diana – What about the existing roof leak

Monica – No additional information. No one has come to assess it or do a repair.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

no report

POLICY

Darryl Siss, Committee Chairperson

From LibraryLinkNJ:

“We are pleased to inform you that Governor Phil Murphy’s Deputy Chief of Staff of Outreach, Dr. Deborah Cornacava and her team will meet with representatives of New Jersey Libraries on Friday, June 12, 2020 at 3 p.m. The purpose of the meeting is to get input from libraries on their recommendations for reopening New Jersey’s libraries.”

Monica has registered to attend.

Subsequent to this meeting, the Policy Committee will be meeting to review the procedures the Library will implement to safely reopen the Library following whatever guidelines the Governor puts forth. Meeting scheduled for Tuesday, 6/16, 4:00pm

PERSONNEL

Joseph Metzler, Committee Chairperson

The Library Staff has an open invitation to meet virtually on Tuesday and Friday afternoons to review work and just generally keep in touch. This Friday’s meeting may be abbreviated or postponed due to the Governor’s meeting.

COMMUNICATIONS

Monica A. Smith, Director

Email received to the public email address regarding “Ensuring Racially Diverse Books at the Library. Essentially, it was an uncurated list of over 600 titles suggested for acquisition. Monica will reply to the email with links to our established collection development policy and information on how to procure these materials through other member libraries in the consortium should they not be immediately available in Hawthorne.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

The Library received an “attaboy” from Councilman Wojtecki at the last council meeting for providing materials for the public to take while the Library is closed.

NOMINATING

Richard Goldberg, Committee Chairperson

none

NEGOTIATIONS

Jean Mele, Committee Chairperson

UPSEU communicated via email their desire to discuss the Library’s plan for reopening. Monica replied to them that The Louis Bay 2nd Library will base all of its policies regarding reopening on the recommendations and guidelines from the Governor of New Jersey, the Borough of Hawthorne, the State Library, and the Bergen County Cooperative Library System’s Safely Opening & Operating Task Force.

MEETING ROOM APPLICATIONS

Email approaching Borough Hall inquiring about getting places to donate space to accommodate census training. Would still need to fill out a meeting room application and get it approved by the Board since it is not a group that’s used the Library before.

Diana – When would this start?

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Monica – a range of dates, beginning 6/26 with more frequency in August

Monica – No inquiry regarding these events have been made directly to the Library at this time; I’m just being copied on emails at this point.

Monica – Meeting room spaces will be used for other things, storage, quarantining, etc. so if meetings were to be approved while the Library is not open to the public, they would have to be elsewhere.

PROFESSIONAL DEVELOPMENT

The staff continues to avail themselves of virtual training opportunities and webinars.

OLD BUSINESS

PSEG bills – The bills are estimates; no in person readings are happening at this time. Additionally, we are owed a credit, but were redirected to a different customer service unit and are awaiting a response

NEW BUSINESS

Next Meeting is July 8, plan on 4:00pm. We’ll test out Google Meet to facilitate the next meeting if we are planning on it to be held virtually.

Dr. Spirito – will explore other options including continuing with Zoom

FRIENDS OF THE LIBRARY

The Friends had cancelled their June meeting. The next meeting is scheduled for September 8.

PUBLIC BE HEARD:

Next Regular Meeting – Wednesday 8-Jul-20 at 4:00 P.M.

Library Board Roll Call Vote – Close the Meeting 5:26pm

	<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							X		

Summary of Resolutions and Votes

- **Vote #2020-V014: Approving the Minutes for 13-May-2020– Regular Public Meeting.** 2
- **Vote #2020-V015: Approving the Bill List for 14-May-2020 through 10-Jun-2020 , inclusive.** 2