

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

**Minutes – September 9, 2020**

MEETING CALLED TO ORDER:

Time: 4:35 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 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, 2020.

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	4:45 PM
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 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

**• Vote #2020-V021: Approving the Minutes for 12-Aug-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			1st		2nd				
Aye			X	X	X	X		X	
Nay									
Abstain							X		
Absent	X	X							X

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

**FINANCIAL REPORTS/BILL LIST**

**Richard Goldberg, Committee Chairperson**

**• Vote #2020-V022: Approving the Bill List for 13-Aug-2020 through 09-Sep-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			2nd	1st					
Aye			X	X	X	X	X	X	
Nay									
Abstain									X
Absent	X	X							

- Update on PSE&G- The bill was \$5784.71 which is very high. Mary Ellen has been trying to contact customer service. On average the bill is usually \$3000.00. This is an estimate, not the actual reading of the meter. The board gave Mary Ellen permission to hold off on paying this bill until an actual meter reading has been done.

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- Vote #2020-V023: Accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2<sup>nd</sup> Public Library, Hawthorne, NJ for the Years Ended December 31, 2019 and 2018.**

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

- A representative from Suplee, Clooney & Company (CPA) reviewed the audit virtually. The firm considered this a “clean audit” and no money is to be given back to the Boro.

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

Separate report

- The library is moving forward with All Bergen Locksmith to replace the key switch by the handicap entrance.
- Eric Maurer and a team toured the library to see if there may be a possible improvement to the air filtration on the HVAC units. (Due to Covid -19) Decisions still need to be made.
- Touchless sinks and automatic flush toilets have been ordered for all bathrooms in the Library. (Due to Covid-19).
- As per DPW/Maureen, Paino Roofing will reuse & reinstall a gutter on the south side of the library. Gutter screens will also be installed.

**TECHNOLOGY**

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

The State Library is providing libraries with their own Zoom account; it goes live 09-Sep-2020.

**POLICY**

**Darryl Siss, Committee Chairperson**

No report

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

**PERSONNEL**

**Joseph Metzler, Committee Chairperson**

- **Vote #2020-V024: Accept the resignation of Anthony Rose, Library Monitor, effective 17-Aug-2020.**

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

- **Vote #2020-V025: Approve the move of Kayli Reyna, Librarian, from Adult Services to Children’s Services, effective 10-Oct-2020**

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

The Board agreed to post for both positions. A question was raised regarding the wording in the memorandum of agreement regarding posting of positions in- house and outside posting. The wording in that agreement is as follows:

“All new or vacant positions with the bargaining unit shall be posted for no less than ten calendar days prior to a decision on them being to be filled.”

Dr. Spirito and Monica Smith will call the attorney for clarification.

**COMMUNICATIONS**

**Monica A. Smith, Director**

From UPSEU regarding the Workplace Democracy Enhancement Act. In essence, contact information for new hire needs to be provided to the Union within 10 days of the hire date. After that, beginning January 1, contact information has to be provided every 120 days for all employees.

**COMMUNITY PUBLIC RELATIONS**

**Evan Toth, Committee Chairperson**

No report

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## Board of Trustees Regular Monthly Meeting

**NOMINATING**

**Richard Goldberg, Committee Chairperson**

No report

**NEGOTIATIONS**

**Jean Mele, Committee Chairperson**

No report

**MEETING ROOM APPLICATIONS**

Some groups are inquiring about meeting space. Right now, Meeting Room B is the only viable space; what is the feeling on opening it up for outside groups. Example, Bereavement Support.

**PROFESSIONAL DEVELOPMENT**

Monica’s classes began 03-Sep-2020 and will end 10-Dec-2020.

**OLD BUSINESS**

From the State Library’s website:

*The deadline for the first round of library construction bond act applications closed June 5 at 4 pm. These applications are now under review committee consideration which began on July 16. The review committee will forward their recommended projects to the State Librarian by early September.*

**NEW BUSINESS**

- The Board discussed returning to regular business hours Monday- Saturday. It was decided that this would begin Saturday, September 12, 2020.

**FRIENDS OF THE LIBRARY**

Toni, President of the Friends of the Library, came to discuss a possible dissolving of the Library Foundation. After doing her research, only 6 out of the 77 BCCLS Libraries still have an active Foundation. As of now, the board would like this to stay active until further discussion has been had.

**PUBLIC BE HEARD:** None

**MOTION TO ADJOURN:** 5:59 pm

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

**Next Regular Meeting – Wednesday 14-Oct-20 at 4:30 P.M.**

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

### Summary of Resolutions and Votes

- Vote #2020-V021: Approving the Minutes for 12-Aug-2020– Regular Public Meeting. 2
- Vote #2020-V022: Approving the Bill List for 13-Aug-2020 through 09-Sep-2020 , inclusive. 2
- Vote #2020-V023: Accept the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2<sup>nd</sup> Public Library, Hawthorne, NJ for the Years Ended December 31, 2019 and 2018. 3
- Vote #2020-V024: Accept the resignation of Anthony Rose, Library Monitor, effective 17-Aug-2020. 4
- Vote #2020-V025: Approve the move of Kayli Reyna, Librarian, from Adult Services to Children’s Services, effective 10-Oct-2020 4