

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

Minutes – December 9, 2020

MEETING CALLED TO ORDER:

Time: 4:30 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	4:34 PM
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

• Vote #2020-V036: Approving the Minutes for 10-Nov-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	2nd				1st				
Aye	X		X		X				X
Nay									
Abstain						X	X	X	
Absent		X		X					

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

• Vote #2020-V037: Approving the Bill List for 11-Nov-2020 through 09-Dec-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			1st			2nd			
Aye	X		X		X	X	X	X	X
Nay									
Abstain									
Absent		X		X					

- Dr. Spirito discussed a notice that was sent to himself and Jean from the bank about a CD that will mature on December 16, 2020. The question was, should they renew it for 12 additional months with an interest rate of about .34%. Other suggestions followed with one proposal that they should not renew and have the cash available and placed into the capital reserve for a future lighting project. Dr. Spirito stated that he, Evan and Jean will work out the details and go to the bank and take care of things.

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

Resolution #2020-R003: Approving the transfer of \$5160 from Capital Reserve to ProCopy for the continued lease of the 4000 Series Color Multi-Function Printer (public):

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					

- Monica reminded the board this is for a 60-month lease that needs to be paid monthly. Unfortunately, since covid-19 hit and fines have been waived & automatic renewals have been happening, there is not enough revenue coming in. (Currently there has been only \$1,064.00 in printing money). Therefore, the request for transfer.

Vote #2020-V038: Approving the 2021 Budget for submission to the Borough

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					

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- The toggle switch for power to the automated side door has been replaced with a keyed switch.
- It was suggested by Dr. Spirito and Mayor Goldberg that we should start planning for the lighting project.
- Maryellen is to contact Maureen as she is still waiting on DPW to handle the lights that have been heard to crackle when turned on.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- Tamer needs to update QuickBooks on Maryellen's computer. It will be done asap.

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

POLICY

Darryl Siss, Committee Chairperson

- **Vote #2020-V039: Amend the Rules of Conduct Policy to prohibit sleeping anywhere in the building – Second Reading**

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					

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2020-V040: Approve the transfer of Chantelle Wagner, Page to Library Assistant - Technical Services – Cataloguing, effective 20-Dec-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
Nay									
Abstain									
Absent		X		X					

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

- **Vote #2020-V041: Acknowledge the resignation of Numan Mutlib, Library Assistant – Technical Services – Cataloguing, effective 11-Jan-2021.**

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					

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

NOMINATING

Richard Goldberg, Committee Chairperson

- Mayor Goldberg will make appointments to those whose terms expired in 2020. Mayor Goldberg would like present board officers to continue in 2021, which will be voted on at the Jan 13th Board Meeting.

NEGOTIATIONS

Jean Mele, Committee Chairperson

First mediated meeting was held on 24-Nov-2020; no resolution. Second meeting scheduled for 07-Jan-2021.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

None

OLD BUSINESS

- Dr. Spirito reminded all board members to have their annual appraisal on Monica submitted to him ASAP.

NEW BUSINESS

None

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

FRIENDS OF THE LIBRARY: None

PUBLIC BE HEARD: Barbara Williams 146 10th Ave, Hawthorne, NJ 07506 came to speak about a display that she was offended by in the library. The topic was about an anniversary of transgender persons who have been murdered. (Nov 20th) She requested that more neutral topics be displayed like sewing or cooking. The board heard her concerns, discussed the library policy and procedures, and will take her concerns into consideration.

MOTION TO GO INTO PRIVATE SESSION: 5:23 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					

PRIVATE SESSION:

Review for the full board on the negotiations meeting from 11/24 as no action was taken.

MOTION TO EXIT FROM PRIVATE SESSION: 5:43 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					

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

MOTION TO ADJOURN: 5:44 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
Nay									
Abstain									
Absent		X		X					

Next Regular Meeting – Wednesday 13-Jan-21 at 4:30 P.M.

Summary of Resolutions and Votes

- **Vote #2020-V036: Approving the Minutes for 10-Nov-2020– Regular Public Meeting.** 2
- **Vote #2020-V037: Approving the Bill List for 11-Nov-2020 through 09-Dec-2020 , inclusive.** 2
- **Resolution #2020-R003: Approving the transfer of \$5160 from Capital Reserve to ProCopy for the continued lease of the 4000 Series Color Multi-Function Printer (public):** 3
- **Vote #2020-V038: Approving the 2021 Budget for submission to the Borough** 3
- **Vote #2020-V039: Amend the Rules of Conduct Policy to prohibit sleeping anywhere in the building – Second Reading** 4
- **Vote #2020-V040: Approve the transfer of Chantelle Wagner, Page to Library Assistant - Technical Services – Cataloging, effective 20-Dec-2020.** 4
- **Vote #2020-V041: Acknowledge the resignation of Numan Mutlib, Library Assistant – Technical Services – Cataloging, effective 11-Jan-2021.** 5