

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

Minutes – January 13, 2021

MEETING CALLED TO ORDER:

Time: _4:33 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, 2021.

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		
OPEN	12/2022			
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		

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

• Vote #2021-V001: Approving the Minutes for 11-Dec-2019– Regular Public Meeting.

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>OPEN</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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1st			2nd			
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

Resolution #2021-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor.

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>OPEN</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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1st					2nd	
Aye	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, 2021 through December 31, 2021.

The Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2021 through January 31, 2021.

- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- 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 Supplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 1, 2021 through December 31, 2021 at an annual fee of \$2,500.00 per their proposal.

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- **Vote #2021-V002: Approving the Bill List for 10-Dec-2020 through 13-Jan-2021 , inclusive.**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>OPEN</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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1st	2nd					
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- At one of the last Council Meetings, Boswell engineering indicated they are ready to move forward with the bidding process for the lighting process, pending the Library Board's permission. Monica also provided a letter to the entire Board from Mary, L Chute, State Librarian. It explains that there will be a second round of funding in 2021. Therefore, Boswell must re-submit the library construction grant application from the New Jersey Library Construction Bond Act program in order to be reconsidered.
- The Library closed at 5:30 pm on Thursday, January 7th due to a staff member testing positive for Covid-19. The library was disinfected professionally on Friday, January 8th and reopened for regular business hours Monday, January 11th.
- Boswell was on the roof today to work on HVAC air filtration.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- Our library website is currently offline. A Board of Education Tech trouble ticket is open as they work with the hosting vendor to find a solution. Going forward, Monica and Joe Breslin, Hawthorne Schools Director of Technology will be updated via e-mail.
- PC installations will continue after January 13, 2021.
- International Discount Telecommunications (IDT), who provides our toll calling has disabled access due to a late payment. Mary Ellen is trying to get the service switched to Verizon so we'll just have one vendor for phone services. Mary Ellen is also currently looking into MCI, Bullseye, & Optimum.

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

POLICY

Darryl Siss, Committee Chairperson

- Monica provided the Emergency Remote Meeting Protocol for Local Public Bodies N.J.A.C. 5:39-1 to the board. Since we are only doing in person meetings, this policy does not affect us. Based on current guidelines, only 25% (only 22 people) are allowed within the current meeting room (Room B).

PERSONNEL

Joseph Metzler, Committee Chairperson

No report

COMMUNICATIONS

Monica A. Smith, Director

Included in the packet is the email from Mary Chute, State Librarian, reminding libraries that there will be a round for grants in 2021. Note that the application must be re-submitted.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

NOMINATING

Richard Goldberg, Committee Chairperson

President – Dr. Spirito

Vice President – Evan Toth

Treasurer/Secretary – Jene Mele

NEGOTIATIONS

Jean Mele, Committee Chairperson

The second mediation meeting was held January 7, 2021. Will be discussed in private session.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

- Monica completed the first two classes for the certificate program; and will take the third class in the spring semester.
- Monica reminded all board members that they need to have 7 hours of continuing education credits and requested all to submit the list of what topics they have completed.

OLD BUSINESS

None

NEW BUSINESS

- Mayor Goldberg announced that Lori Garrison has officially resigned. He said that he plans to have a replacement at the next library board meeting.

FRIENDS OF THE LIBRARY

No meeting will be held in January.

PUBLIC BE HEARD: None

MOTION TO GO INTO PRIVATE SESSION: 5:22 pm

To give the Board an update on the January 7, 2021 negotiations and to discuss the Director's annual evaluation.

Library Board Roll Call Vote

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

MOTION TO EXIT FROM PRIVATE SESSION: 5:39 pm

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>OPEN</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 st /2nd						
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

MOTION TO ADJOURN: 5:41 pm

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>OPEN</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	X
Nay									
Abstain									
Absent									

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

Next Regular Meeting – Wednesday 10-Feb-21 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2021-V001: Approving the Minutes for 11-Dec-2019– Regular Public Meeting. 2
- Resolution #2021-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor. 2
- Vote #2021-V002: Approving the Bill List for 10-Dec-2020 through 13-Jan-2021 , inclusive. 3