

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

Minutes – February 10, 2021 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:32 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	
Cheryl Pasquale	12/2022			4:43PM
Richard Goldberg Mayor	N/A	X		
Jean Mele Treasurer / Secretary	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	12/2025	X		
Evan Toth Vice President	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		

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- **Vote #2021-V003: Approving the Minutes for 13-Jan-2021– Regular Public Meeting.**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</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
Nay									
Abstain									
Absent		X					X		

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

No public comment

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- **Vote #2021-V004: Approving the Bill List for 14-Jan-2021 through 10-Feb-2021, inclusive.**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</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
Nay									
Abstain									
Absent		X					X		

Confirmed to Dr. Spirito that Verizon is our local calling service and has nothing to do with long distance which is IDT.

Mary Ellen explained that even though we have a credit with IDT, we are still going to pay what was billed for this month.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Evacuated the building for 30 minutes on 2/4 due to the smell of gas. Best guess from the Fire Department is that a missing panel on Unit #4 interfered with the gas being properly vented to the outside when the unit kicked on. The Fire Department reattached the panel. It is not known if it was left off by accident or if it was improperly attached and came loose due to weather.

On 2/9, after the men working on the roof units left, the vent now produced the smell of burnt plastic when the unit kicked on.

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Dr. Spirito asked who was working on the roof; it is the company that is installing the UVC systems for better air handling.

Mike Nelson will be back to check the battery on the emergency light in the loft.

With respect to the scupper, Joe Metzler explained that a screen was put on top to keep leaves and debris out of the pipe which had previously caused flooding on the roof, but that it also needs regular cleaning.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Business manager's PC was replaced and updated for a new version of QuickBooks. Replacing the PC for the digital sign and fixes to the website are pending. The website is up but cannot be modified.

POLICY

Darryl Siss, Committee Chairperson

Per Executive Order 219, the Library's capacity can be increased to 35%. That would bring it to around 35 people for general occupancy plus 6 on the computers at any given point in time. Staff is excluded from this count.

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2021-V005: Approve the hiring of Stephanie Hauer as Technical Services (Department) – Page (Title), at \$12.00/hour, 35 hours per pay period beginning 01-Feb-2021.**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</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
Nay									
Abstain									
Absent		X					X		

Confirmed to the Mayor that 35 hours per pay period is 17.5 hours per week, or 2.5 hours per day. Confirmed to Dr. Spirito that this new hire replaces Chantelle Wagner who replaced Numan Multib who left in January.

- **Vote #2021-V006: Approve the contract between Monica A. Smith, Director, and the Louis Bay 2nd Public Library, January 1, 2021 through December 31, 2023.**
- **Vote #2021-V006: tabled until next meeting.**

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Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</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
Nay									
Abstain									
Absent		X					X		

Dr. Spirito reviewed the committee assignments for 2021 and asked that the Personnel Committee stay for a brief meeting at the conclusion of the regular meeting.

At this point, Cheryl Pasquale was sworn in as a new trustee, completing the term vacated by Lori Garrison.

COMMUNICATIONS

Monica A. Smith, Director

none

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

none

NOMINATING

Richard Goldberg, Committee Chairperson

none

NEGOTIATIONS

Jean Mele, Committee Chairperson

- **Vote #2021-V007: Approve the member ratified Memorandum of Agreement for Collective Bargaining Agreement By and Between Louis Bay 2nd Public Library and United Public Services Employees Union (UPSEU) January 1, 2019 through December 31, 2022**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</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		

Monica gave some background information on how the wage sheet was prepared. Thanks and appreciation went to Eric Maurer for the great job he did with the UPSEU contract.

Dr. Spirito pointed out that this was not a straightforward endeavor and thanked Monica for her efforts.

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Confirmed that the MoA has been ratified by the union membership.

Reiterated that the IUJAT Supervisor's Union contract expired 12/31/2019.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

1/26 – attended the Directors January Check-In for the State Library, reviewing changes to the state report for 2020. The report for FY 2020 will be problematic and include new questions that are Covid related, such as virtual programming statistics.

OLD BUSINESS

none

NEW BUSINESS

The Mayor suggests a moment of silence for Antoinette “Toni” Corsini who passed on 2/2/2021. She was recognized for being a member of the Friends and we are appreciative of the role she took on as President of the group for 18 months.

Video – What It Means To Be a Trustee

Video – Board Meetings

Each video was approximately 10 minutes long. As viewed by 9 trustees, this counts for 3 hours of continuing education against the 7 hour state requirement.

As suggested from the clips, the Library should have a form for patrons to complete when they challenge an item in the Library's collection.

Joe Metzler inquired after any follow up with Barbara Williams from December's meeting who discussed the Library's choice of a previous book display. She checked out a few of the books that were displayed and has not been forthcoming with any additional comments.

Joe Metzler reported that Paul from Paul's Motors said that the Flag in the lobby needs to be cleaned; we were a bit perplexed about this one since we don't have a flag in the lobby. There was speculation that he might have meant Borough Hall. Joe will follow up with him.

FRIENDS OF THE LIBRARY

none

PUBLIC BE HEARD:

Amy Fletcher – confirmed that we do have a form to reconsider materials purchases; it can be accessed from our website under Policies → Collection Development.

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MOTION TO ADJOURN: 5:30PM

Library Board Roll Call Vote

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

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

Summary of Resolutions and Votes

- Vote #2021-V003: Approving the Minutes for 13-Jan-2021– Regular Public Meeting. 2
- Vote #2021-V004: Approving the Bill List for 14-Jan-2021 through 10-Feb-2021 , inclusive. 2
- Vote #2021-V005: Approve the hiring of Stephanie Hauer as Technical Services (Department) – Page (Title), at \$12.00/hour, 35 hours per pay period beginning 01-Feb-2021. 3
- Vote #2021-V006: Approve the contract between Monica A. Smith, Director, and the Louis Bay 2nd Public Library, January 1, 2021 through December 31, 2023. 3
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