

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

Minutes – April 14, 2021 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: _____

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	X		
Richard Goldberg Mayor	N/A	X		
Jean Mele Treasurer / Secretary	12/2022		X	
Joseph Metzler	12/2021	X		
Diana Connolly	12/2023		X	4:33PM
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	

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- **Vote #2021-V011: Approving the Minutes for 10-Mar-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	X
Nay									
Abstain									
Absent				X					

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- **Vote #2021-V012: Approving the Bill List for 11-Mar-2021 through 14-Apr-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			1			2			
Aye	X	X	X		X	X	X	X	X
Nay									
Abstain									
Absent				X					

Monica acknowledged that it is her oversight that some of the bills listed did not have information in the memo line to show up on the report. She provided more details and clarification for Grants Tomb (virtual program), PSEG (two bills, just timing), BCCLS (quarterly bill), Reiner (one for ‘every other year’ coil power washing and one for maintenance contract), Baker and Taylor (Adult, Children’s, Young Adult, Graphic Novels, and ESL account purchases), Reclaim Hosting (website hosting), A. Fletcher (travel reimbursement for delivering weeded materials to Van Dyke’s nursing home to both the Hawthorne and Ridgewood locations)

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

DPW picked up financial record to be shredded, following the guidelines of records retention schedule. We put in a work order with DPW to check out a row of light in the children’s room. The handi-lift passed inspection.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Still having crashing issues on multiple PCs. We have workarounds in place but it really needs to get resolved. Mayor Goldberg questioned if our agreement had a response turnaround time in it. Yes, the 2020 one did;

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however, we do not yet have a 2021 agreement in place. An intern with the IT group is working on redoing our website and she will be showing us a prototype on Friday. Thanks to Tamer for his prep work for the grant.

POLICY

Darryl Siss, Committee Chairperson

Re-affirmed that Meeting Room B is the only room at present in which we are allowing outside groups, such as bereavement and knitting. There's space for 15 people and the chair and table placement must remain as is for social distancing. We've had inquiries about other groups like canasta wanting to use the room but they want to sit 4 to a table instead.

Monica reviewed the current CDC guidelines regarding indoor gatherings. After a brief discussion, it was decided to continue as we have been, meaning that any potential group must adhere to the current setup should they wish to use the room.

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2021-V013: Memorialize the resignation of Mary Ellen Puzen, Business Manager, effective April 3, 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	X
Nay									
Abstain									
Absent				X					

COMMUNICATIONS

Monica A. Smith, Director

Email from Daniel Sokolski inquiring about projects suitable for an Eagle Scout. Various ideas were discussed; for example, maintaining a flowerbed, removing shrubs, painting. Monica identified two possible options – overhauling the YA computer room or the staff room, each requiring cleanup and painting. The Mayor reminded the group that typically a recognition plaque will accompany the work. There is a plaque outside the room and Monica will confirm if it is specifically tied to anything about that room. Monica will follow up with him.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

none

NOMINATING

Richard Goldberg, Committee Chairperson

none

NEGOTIATIONS

Jean Mele, Committee Chairperson

IUJAT negotiations meeting held 4/5 – no resolution or outcome.

Monica will update the UPSEU contract, incorporating the MoA changes.

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MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

3/23 – How to Prepare for a First Amendment Audit. Additional staff member will be taking this training and the staff will be prepared should members of the public come to the library for the purposes of filming public employees. Monica confirmed to Mike Sciarra that yes, the library does have a policy regarding filming or photographing but that it more for the patrons, not the employees.

OLD BUSINESS

Joe Metzler – Any follow up regarding the clarification of which flag in the lobby – ours or Borough Hall’s – is the one mentioned by Paul of Paul’s Motors as in need of cleaning? Resolved – it wasn’t us.

NEW BUSINESS

- **Vote #2021-R002: Approve the Grant Application for CARES Act Mini-grant, \$5175.00 for Server Upgrade**

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					

Confirmed for the Mayor that this is under the CARES act and it is a mini grant specific to improving technology to benefit the community; for example, broadband infrastructure, wireless connectivity.

- **Vote #2021-R003: Approve the resubmission for the Grant Application for the Library Bond Construction Acts**

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					

Video – Short Takes for Trustees – Library Advocacy – This will be rescheduled to a later meeting

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Mayor Goldberg shared information on a book that was donated to the library about the history of Upsala College by Jacob Schaad.

Mike Sciarra raised a question regarding CDC guidelines about quarantining items and the transmission probability from surface transfers. Monica explained that BCCLS will be addressing this very thing at the next Executive Board meeting and we will following the position taken by the consortium as we have to consider all the libraries involved.

FRIENDS OF THE LIBRARY

Moved items upstairs to the loft to begin hosting the book sale during limited hours when volunteers are available.

PUBLIC BE HEARD:

MOTION TO GO INTO PRIVATE SESSION: 5:12 pm

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					

PRIVATE SESSION:

The Negotiations Committee covered the details of what transpired at the IUJAT negotiation meeting on 4/5. Monica will look to updating the library’s current personnel handbook.

MOTION TO EXIT FROM PRIVATE SESSION: 5:22pm

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									
Nay									
Abstain									
Absent									

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MOTION TO ADJOURN: 5:23 pm

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	X
Nay									
Abstain									
Absent				X					

Next Regular Meeting – Wednesday 12-May-21 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2021-V011: Approving the Minutes for 10-Mar-2021– Regular Public Meeting. 2
- Vote #2021-V012: Approving the Bill List for 11-Mar-2021 through 14-Apr-2021 , inclusive. 2
- Vote #2021-V013: Memorialize the resignation of Mary Ellen Puzen, Business Manager, effective April 3, 2021. 3
- Vote #2021-R002: Approve the Grant Application for CARES Act Mini-grant, \$5175.00 for Server Upgrade 4
- Vote #2021-R003: Approve the resubmission for the Grant Application for the Library Bond Construction Acts 4