

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

Minutes – August 18, 2021

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, 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	
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 Vice President	12/2022	X		
Monica A. Smith Director	N/A	X		
Gina Gerard Recording Secretary	N/A	X		
OPEN Business Manager	N/A	X		

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• **Vote #2021-V024: Approving the Minutes for 14-Jul-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					1st			2nd	
Aye			X	X	X		X	X	X
Nay									
Abstain									
Absent	X	X				X			

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

• **Vote #2021-V025: Approving the Bill List for 15-Jul-2021 through 18-Aug-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				1st	2nd				
Aye			X	X	X		X	X	X
Nay									
Abstain									
Absent	X	X				X			

- Monica clarified on the bill list the Capital Reserve Fund- transfer of fines was deposited to the incorrect account. Monica caught it and transferred to the correct fund. Monica will have a paper trail for the auditors documenting the correction.
- Monica created an itemized spending by category. The board liked this version as it has more details.
- On the bill list, the Otis Elevator bill is for the maintenance contract.
- There are usually 4 signatures on the vouchers- the vendor, Jean’s (treasurer), the Director & the business manager. Monica discussed with the board that with the absence of a business manager at present, she is signing only as the Director. Is that ok? The Board agreed that was fine. In the case where money is being reimbursed to the Director, Monica was requesting that an additional Board member sign the voucher otherwise, there would only be 2 signatures.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- Kitchen and bathroom sink by the boiler room are backing up slightly; DPW has been notified.
- The Lobby Men’s Room will be kept locked until further notice to mitigate irresponsible use by patrons. A key can be requested by the patron at circulation.

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- The sensor on the outside door at the Children's entrance is not working. Monica contacted the service for a repair ticket. The alarm is now working.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- Status on server upgrade- The cost went up slightly. There was a delay in placing the purchase order. It usually takes 5 weeks to fulfillment.
- The new library website will be in WordPress. It is currently under construction.

POLICY

Darryl Siss, Committee Chairperson

No report

PERSONNEL

Joseph Metzler, Committee Chairperson

Three positions remain unfilled – Business Manager (f/t), Library Monitor (p/t), Librarian – Adult Services (p/t)

COMMUNICATIONS

Monica A. Smith, Director

The Board President and the Director contributed a letter of support and a brief project narrative, respectively to the Borough Administrator in his preparation of a Neighborhood Preservation Program grant.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

NOMINATING

Richard Goldberg, Committee Chairperson

No report

NEGOTIATIONS

Jean Mele, Committee Chairperson

No report

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

- The Director reviewed the Open Public Meetings Act Webinar (recorded on 7/28) on 8/17. Monica recommended the Board view this and they will get 1 ½ hours of continuing education credit.

OLD BUSINESS

- The council had passed the furniture purchase (under the ARPA) and has gone passed the financial committee. It will be placed on the agenda shortly.
- Joe Metzler brought the old computers to the High School and was very pleased with the reception and assistance he received from Scott Chamberlain.

NEW BUSINESS

- Dance floor tiles. The old flooring used was Masonite. Monica would like to invest in a new floor to be used not only during Dance recitals but during concerts and offer a dance floor for the public. Adam had a professional dancer come in that could recommend a particular type of newer flooring. Monica brought a sample for the board to feel and see. The cost would be about \$700.00 and we would be using existing programming funding that has not been used due to programs going virtual and costing less. The board told Monica that as long as it within our budget & works on the rug, we can order what we want. There was a suggestion to get other samples and estimates.

FRIENDS OF THE LIBRARY

Joe was glad to announce that the Friends of the Library Saturday Book sale earned \$170.00.

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PUBLIC BE HEARD: None

MOTION TO ADJOURN: 5:11 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					1st			2nd	
Aye			X	X	X		X	X	X
Nay									
Abstain									
Absent	X	X				X			

Next Regular Meeting – Wednesday 8-Sep-21 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2021-V024: Approving the Minutes for 14-Jul-2021– Regular Public Meeting. 2
- Vote #2021-V025: Approving the Bill List for 15-Jul-2021 through 18-Aug-2021 , inclusive. 2