

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

Minutes – October 13, 2021 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:33pm

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:

Prior to the first Roll Call, Dr. Spirito introduced the Library's new Business Manager, Gina Pontrelli.

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	12/2025	X		
Evan Toth Vice President	12/2022	X		
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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- Vote #2021-V029: Approving the Minutes for 08-Sep-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 DiGeronomo</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: None.

FINANCIAL REPORTS/BILL LIST

Richard Goldberg, Committee Chairperson

- Vote #2021-V030: Approving the Bill List for 09-Sep-2021 through 13-Oct-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 DiGeronomo</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 pointed out there are both Operating Expense checks and a Capital Reserve check noting that checks issued from the Capital Reserve Account require 2 Library Board Members to sign them. That specific check, was for the new Library Server which was received Wednesday, October 6 at 10:20 am following a minor delivery delay. It is now in the Library Administration Office. All checks were reviewed, a few needed clarification

A Bank deposit error was made between these 2 Library Accounts. In order to resolve the issue a Board member is required to sign the reversal forms, in this instance for \$108.55 because Monica does not sign on the Capital Reserve Account. Discussion followed about taking precautions to avoid another mix-up moving forward, since this was not the first incident.

Monica also confirmed that the Auditor would be at the Library Tuesday, October 19.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Various lights were out at the main desk and Girl's Restroom in the Children's section. Several telephone requests were submitted to the DPW without a timely response. Discussed was the chain of command, and best methods to ensure action, as in email vs. a phone call, or securing a specific date / time visit. Gina stated that she would follow up with the DPW to complete / close this work order.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

The H Grant Designs Server upgrade was discussed at length, whether having the site designed and hosted as a package or separately and if it includes web support. Some of the Library web content is very basic and the more complex information could be handled through BCCLS. The timeline for this to be set-up is as soon as possible. Monica will have more details at the next meeting.

Also reviewed was the use of Mobile Printing from EnvisionWare and how it could improve and simplify the current print job system. Details were discussed about patron printing needs, and what it currently involves including printing costs, volume, patron time spent, work arounds, staff time, efficiency, and having the EnvisionWare App as an option to securely access documents for print from the patron's own cell phone or other devices. The Board agreed to try EnvisionWare Mobile Print for a one (1) year subscription, subject to review after that time. Monica said the money to pay for this service would come from the Computer Cost budget.

POLICY

Darryl Siss, Committee Chairperson

First Policy topic was to close the Library at 2:00 pm on Friday, December 10, 2021 for an All Staff Meeting.

- **Vote #2021-V031: Approve an early closing on Friday, 12/10/2021 for an All Staff Meeting.**

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Goldberg / Michael Sciarra</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeroni mo</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 was the Proctoring Policy - First Reading. Following the reading all agreed that the broad wording for this policy needed quite a few changes, for starters a misleading title revision from Supervised Proctoring to Unsupervised Proctoring, plus numerous other tweaks that would be forwarded to the Policy Committee. second reading would be planned for the November meeting. A vote was not needed at this time.

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Also under Policy - copies of the printed schedule of 2022 Library Board Meeting dates and the 2022 Holiday Schedule were up next for review and approval. Board member Evan Toth announced that he may be unable to attend the Wednesday evening Board meetings starting in January due to a new teaching opportunity.

- **Vote #2021-V032: Approve the 2022 Library Board Meeting dates and 2022 Holiday schedule**

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 DiGeronomo</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		

PERSONNEL

Joseph Metzler, Committee Chairperson

Monica announced that for the remainder of the year all continuing education requirements for the Board members will be suspended for the time-being.

At the recent Borough Council meeting Borough Administrator Eric Maurer said that the Council will be finalizing an updated Personnel Handbook on 10/20/2021; Monica said once she has a copy of this, the goal is for the Library to review their Handbook and update that as well.

- **Vote #2021-V033: Acknowledge the resignation of Cara Scott, Librarian – Children's Services, effective 10/28/2021.**

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 DiGeronomo</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		

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COMMUNICATIONS

Monica A. Smith, Director

Monica questioned why the Library just received a notice in the mail to Register the Library as a Non Life Hazard Use Business with the Borough (Code 220-2) with a statement for \$40 due. It had not been received in previous years, moreover the Library is a Borough Building. Monica stated that she will look into it for a more detailed explanation.

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

None

OLD BUSINESS

None

NEW BUSINESS

The Borough of Hawthorne was awarded money through the Neighborhood Preservation Program Grant (NPP). Both Michael and Monica spoke with enthusiasm about the \$125,000 Grant (for the first year) which will primarily center on Ward 1 and Ward 2. and may include the Library and the 8 Acre Woods; projects can be a mix of Business and Residential. The Mayor will appoint individuals in those 2 Wards as stakeholders, and committees will be formed. Monica had been contacted and has agreed to participate, based on her Library schedule and with the Board's approval. She has some creative ideas involving the Library and is looking forward to this.

FRIENDS OF THE LIBRARY

The Friends of the Library Booksale will have books at half price for the month of October. They have designated the third Saturday of the month between 10:00am and 12:00pm for accepting donations, beginning October 16.

Next meeting is November 9 at 7:00 pm

PUBLIC BE HEARD:

Some electrical / lighting issues regarding the location where a BCCLS delivery person drops off carts of Library materials very early in the morning while it is dark. There is a problem with switches and it currently involves circuit breakers as a solution. Also mentioned was that there is a section of the parking lot that is very dark along the property bushes, and if there was any possibility to install a motion light or reposition the lights, or to contact PSE&G for improved lighting options. This will be investigated by Monica.

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MOTION TO ADJOURN:

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Goldberg / Michael Sciarra</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeroni mo</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		

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

Summary of Resolutions and Votes

- Vote #2021-V029: Approving the Minutes for 08-Sep-2021– Regular Public Meeting. 2
- Vote #2021-V030: Approving the Bill List for 09-Sep-2021 through 13-Oct-2021, inclusive. 2
- Vote #2021-V031: Approve an early closing on Friday, 12/10/2021 for an All Staff Meeting. 3
- Vote #2021-V032: Approve the 2022 Library Board Meeting dates and 2022 Holiday schedule 4
- Vote #2021-V033: Acknowledge the resignation of Cara Scott, Librarian – Children’s Services, effective 10/28/2021. 4