

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

Minutes – January 12, 2022 - 4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:35 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, 2022.

FLAG SALUTE:

Prior to Roll Call, Joseph Metzler and Councilwoman Anna Marie Sasso were sworn in as Members of the Library Board Trustees of the Borough of Hawthorne by Mayor John Lane. A trustee since 2011, Joseph Metzler’s new term will expire 12/2026. Anna Marie Sasso is the Council Representative serving as the Mayor’s Alternate.

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		
John Lane Mayor	N/A	X		
Jean Mele Treasurer / Secretary	12/2022	X		
Joseph Metzler	12/2026	X		
Diana Connolly	12/2023	X		
Anna Marie Sasso Mayor’s Alternate	12/2022	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		

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

• **Vote #2022-V001: Approving the Minutes for 08-Dec-2021 – Regular Public Meeting.**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				2 nd	1 st				
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

• **Resolution #2022-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 Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1 st					2 nd	
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

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, 2022 through December 31, 2022.

The Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2022 through January 31, 2022.

- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Wells Fargo, Hawthorne, NJ

The firm of Supplee, Clooney & Company was appointed as Auditor for Accounting and Auditing services effective January 1, 2022 through December 31, 2022 at an annual fee of \$2,500.00 per their proposal.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- **Vote #2022-V002: Approving the Bill List for 09-Dec-2021 through 12-Jan-2022, inclusive.**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</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				1 st	2 nd				
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

The Bill Lists were printed on 2 different colors of paper to distinguish which Purchase Orders were issued for years 2021 and 2022. A specific P.O. prepared for D.C. Electrical Contractors in Hawthorne, prompted Joe Metzler to comment on their efficient, professional service when tasked for special wiring for the new cubicle office in the Library Loft.

- **Resolution #2022-R02: Approve \$5148.00 from Capital Reserve to Operating Expenses for the ProCopy Lease**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</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			1 st	2 nd					
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

The check for \$5148.00, issued from the Capital Reserve Account for deposit to the Operating Expenses Account, was approved, and needs to be signed by 2 members of the Library Board. Transferring this amount to the Operating Expenses Account will cover the 12 Monthly ProCopy Lease payments of \$429.00/mo., for the Library's Public Copy Machine in the Circulation Department, specifically for the year 2022.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Resolution #2022-R03: Approve the withdrawal of \$52,086.45 from the Certificate of Deposit for transfer to the Capital Reserve Account.**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				1 st				2 nd	
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

The Library received notice from Columbia Bank about a Certificate of Deposit (CD) that would mature on January 7, 2022 with the option to renew or withdraw without penalty by January 14. The approval to transfer that CD into the Library’s Capital Reserve Account, is for more convenient access, considering the upcoming Vote #2022-V003 on the Agenda with regard to Boswell Engineering and the Library Lighting Project.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- **Vote #2022-V003: Approve Boswell Engineering to Proceed with Lighting Project**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1 st					2 nd	
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

Following the Approval of Boswell Engineering to proceed with the Lighting Project, and discussion of what areas are priority, Library Director, Monica A. Smith said she will reach out to Boswell Engineering. Dr. Spirito and Jean Mele will go to Columbia Bank on January 13 to arrange for the CD transfer.

In the Library Loft area, cubicles and furniture are set up for the staff that will be relocating to that area. Electrical needs are in place and relocation of their phone extensions are scheduled. Reiner Heating & AC is still waiting for a part to complete a boiler repair and Open Integrated Systems is still waiting on parts for 2 interior security cameras that need attention.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

There were some temporary issues logging in to the BCCLS system during Curbside Library hours, and a trouble-ticket was sent to Tamer, who is still working off-site on the new Library server; anticipating an update soon. H Grant Designs is making progress on the Library website. The wireless People Counters, will be installed on the 3 main Library entrances to provide a more accurate count of visitor entry and exit, which is information required for the NJ State Library report to get Per Capita State Aid.

POLICY

Darryl Siss, Committee Chairperson

BCCLS Annual Certification. The Library Board President and Library Director must sign and file a BCCLS Certificate of Agreement that the Member Library is compliant with the requirements of Membership, the Bylaws, Policies and Procedures of BCCLS. Director Monica A. Smith explained that to be a member of BCCLS, the Library Director must be a Certified Librarian, and that BCCLS stands for "Bergen County Cooperative Library System" which is a consortium with 77 Member Libraries, sharing an integrated Library system. Louis Bay 2nd Library is the only Passaic County Library in the BCCLS. The Library is billed quarterly, and Monica stated, "...what you get from being a member in BCCLS is worth every single penny..."

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2022-V004: Memorialize the promotion of Stephanie Hauer from Page to Title: Library Assistant, Department: Technical Services, Role: Cataloguing, Paging, Social Media**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</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					1 st			2 nd	
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

As of January 3, 2022, Stephanie Hauer was promoted from Page to Title: Library Assistant, Department: Technical Services, Role: Cataloguing, Continuing with Paging, Social Media.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2022-V005: Approve a 2% salary increase for Gina Pontrelli, Business Manager, retroactive to January 1, 2022.**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			2 nd		1 st				
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

NOMINATING

John Lane, Committee Chairperson

No report

NEGOTIATIONS

Jean Mele, Committee Chairperson

No report

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

Library Director Monica A. Smith finished the 4th Class in the Certification Program, receiving an A grade, a perfect 4.0. Monica said it was very interesting.

OLD BUSINESS

None

NEW BUSINESS

It was noted that on December 10, 2021 the Library department heads and staff worked together as a team moving and cataloging furniture, equipment and files, some for storage, or relocation, or tagged for auction, doing a great job. Also Dr. Spirito pointed out that all of this meeting's packets had the updated list of Board Committees for 2022, and the contact list of all the Library Board Trustees for 2022.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

FRIENDS OF THE LIBRARY

The Friends January 11, 2022 meeting was cancelled

PUBLIC BE HEARD:

none

Dr. Spirito announced that he would like to have a Private Session with the Board’s Trustees regarding matters of personnel and to discuss the Library Director’s annual evaluation.

MOTION TO GO INTO PRIVATE SESSION:

Time: 5:23 pm

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1 st					2 nd	
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

PRIVATE SESSION

MOTION TO EXIT FROM PRIVATE SESSION:

Time: 5:37 pm

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion					1 st			2 nd	
Aye	X	X	X	X	X		X	X	X
Nay									
Abstain									
Absent						X			

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

Next Regular Meeting – Wednesday 9-Feb-22 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2022-V001: Approving the Minutes for 08-Dec-2021 - Regular Public Meeting.
- Resolution #2022-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor.
- Vote #2022-V002: Approving the Bill List for 09-Dec-2021 through 12-Jan-2022, inclusive.
- Resolution #2022-R02: Approve \$5148.00 from Capital Reserve to Operating Expenses for the ProCopy Lease.
- Resolution #2022-R03: Approve the withdrawal of \$52,086.45 from the Certificate of Deposit for transfer to the Capital Reserve Account.
- Vote # 2022-V003: Approve Boswell Engineering to proceed with lighting project.
- Vote # 2022-V004: Memorialize the promotion of Stephanie Hauer from Page to Library Assistant, Department: Technical Services, Role: Cataloguing, Paging, Social Media.
- Vote # 2022-V005: Approve a 2% salary increase for Gina Pontrelli, Business Manager, retroactive to 01-Jan-2022