

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

Minutes – March 9, 2022 - 4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:33 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:

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	4:38 pm
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		

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- **Vote #2022-V009: Approving the Minutes for 09-Feb-2022 – 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			1 <sup>st</sup>			2 <sup>nd</sup>			
Aye	X	X	X	X		X			
Nay									
Abstain							X	X	
Absent					X				X

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

None

**FINANCIAL REPORTS/BILL LIST**

**John Lane, Committee Chairperson**

- **Vote #2022-V010: Approving the Bill List for 10-Feb-2022 through 09-Mar-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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion		2 <sup>nd</sup>		1 <sup>st</sup>					
Aye	X	X	X	X		X	X	X	
Nay									
Abstain					X				
Absent									X

- On the Bill List – Director Monica A. Smith noted check 9201 to Overdrive, Inc. a platform to a growing collection of e-content, (e-books, audiobooks, magazines) Patrons logon through BCCLS with their library card, use an app, such as Libby, on a computer or smartphone to access digital content
- Also check 9196 to CDW-G is for replacing 4 computers, from 2017, that are no longer functioning.

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

- As of March 9, a faulty interior surveillance Camera was replaced by Open Systems Integrators – all cameras are now functioning.
- Mayor John Lane reported that after a Library staff member expressed safety concerns about inadequate outside lighting at night (Feb. 9, 2022 Board Meeting Public be Heard portion) and if it was considered as part of the Library grounds re-design and improvement plan that is in the initial stages, he conducted a survey of the grounds after dark, made notes and took photos, including all the fixtures on the outside pole lights, to assess with an electrical design firm what might need to be added, removed or replaced. Information regarding pricing and placement of new exterior lights, fixtures and installation will be

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reported and reviewed. The interior lighting design situation will also be looked at separately for improvements.

- On February 18, per staff request, Borough DPW was at the Library to clear out a lot of bulky items such as old or damaged furniture, repurposing some and disposing of the rest.

### TECHNOLOGY

**Richard A. Spirito, Jr., Committee Chairperson**

- EnvisionWare Mobile Printing, was successfully installed March 3; using a mobile device or a desktop computer, you can send a print job remotely, or within the library, directly to the library print queue, that has in place the ability to get the job released, then paid for, and picked up at the Reference desk.
- March 10, Director Monica A. Smith will meet with HG Design on the progress of the Library website.
- Installation of the new Library server and also 4 new PCs will be scheduled with Tamer Mamkej. Tamer will assist Monica to register the Library with Microsoft as a nonprofit, and getting approval to be coupled with a TechSoup account. This can provide access to software and support at significantly reduced nonprofit pricing in tandem with the Library needing 16 licenses for the new server (specially priced around \$11 each compared to much higher market pricing.)

### POLICY

**Darryl Siss, Committee Chairperson**

- Following with the Schools and Borough Hall policies, the Library Mask requirements have been relaxed to allow the Patron to choose to wear or not to wear a mask. Plexiglass sneeze guards at Circulation / Reference desks will stay in place for now.
- Director Monica A. Smith will meet with Library Board President Dr. Richard Spirito to sign the Accuracy Certification Report for NJ State Library State Aid application due by March 15, 2022.

### PERSONNEL

**Joseph Metzler, Committee Chairperson**

- Vote #2022-V011: Approving the hiring of Denise Holster, Library Assistant – Circulation, 16 hours/pp, \$13.00/hour, beginning 14-March-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 DiGeroni mo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1 <sup>st</sup>		2 <sup>nd</sup>				
Aye	X	X	X	X	X	X	X	X	
Nay									
Abstain									
Absent									X

- Voting was approved to hire Denise Holster as Library Assistant in the Circulation Department. She will start her job on March 14, 2022.
- Three Positions remain unfilled, which are a full time Children’s Librarian (*a potential candidate has an interview March 16*), part time Adult Services Librarian, and a part time Library Monitor. The Job position for Library Monitor will now also be shared within the school district per Library Board Member Richard A. Spirito, Jr., Hawthorne Superintendent of Schools.

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### COMMUNICATIONS

Monica A. Smith, Director

The Library received a letter from an individual (RN, CEN) offering free CPR training for the Library staff. As of now this service is not needed, and per Mayor Lane the Hawthorne Ambulance Corps could provide training if so required.

### COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

- Director Monica A. Smith has been enthusiastically participating in the Neighborhood Preservation Program Committee meetings. The dedicated team will meet March 14 to review the plans that they will present to the Hawthorne Council March 16, 2022. A 50 page document, the result of many hours of surveys, research and preparation, will be available to peruse on the Borough website on that day. The plans encompass a mix of beautification and safety, community gatherings areas, use of outdoor space, and there are several phases depending on the specific locations in Hawthorne, including the Louis Bay 2<sup>nd</sup> Library. The State of New Jersey approved the plans, the Council stills needs to vote and approve them. Mayor Lane expressed that the NPPC worked very hard on this unique project, and per Monica, “...if it comes to fruition, it’s going to be amazing.”
- The Hawthorne Shade Tree Commission will plant a tree at the Library on Friday, April 29, 2022, Arbor Day, and are interested in who will represent the Library to break ground with the “Golden Shovel” at this event.

### NOMINATING

John Lane, Committee Chairperson

No report

### NEGOTIATIONS

Jean Mele, Committee Chairperson

No report

### MEETING ROOM APPLICATIONS

None

### PROFESSIONAL DEVELOPMENT

With respect to BCCLS Committees, Director Monica A. Smith noted that the Library has 6 Staff members, including herself, distributed among 5 BCCLS Committees, that are worked on throughout the year. It is a dedicated commitment and per Monica, “...they do a fabulous job.”

### OLD BUSINESS

None

### NEW BUSINESS

None

### FRIENDS OF THE LIBRARY

At their Tuesday, March 8, 2022 meeting, it was decided to expand the Friends Book Sale hours to include the first Saturday as well as the third Saturday of the month. They are working on fundraising opportunities, such as a Murder Mystery Night and Amazon Smile, with more details to follow regarding these new ideas along with some others brought forward by Library Board member Diana Connolly. She has been keeping up with and sharing available information obtained by participating in online webinars. It needs to be noted that as of this March 9, 2022 meeting, Diana has completed 90 minutes of the Board’s overall required 7 hours of Continuing Education.

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Moving forward the total CE hours must be fulfilled (5.5 hours remain) and can be accomplished virtually. This can affect the State Aid funding, so those hours are very important.

**PUBLIC BE HEARD:**

None

**MOTION TO ADJOURN: 5:26 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</u> / <u>Theresa DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				2nd	1st				
Aye	X	X	X	X	X	X	X	X	
Nay									
Abstain									
Absent									X

**Next Regular Meeting – Wednesday 13-Apr-22 at 4:30 P.M.**

Summary of Resolutions and Votes

- •Vote #2022-V009: Approving the Minutes for 09-Feb-2022 – Regular Public Meeting. 2
- •Vote #2022-V010: Approving the Bill List for 10-Feb-2022 through 09-Mar-2022, inclusive. 2
- Vote #2022-V011: Approving the hiring of Denise Holster, Library Assistant – Circulation, 16 hours/pp, \$13.00/hour, beginning 14-March-2022 3