

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

Minutes – April 13, 2022 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: __4:32 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.
Diana Connolly	12/2023	X		
Theresa DiGeronimo, Superintendent's Alternate	N/A	X		
John Lane Mayor	N/A	X		4:33 pm
Jean Mele	12/2022		X	
Joseph Metzler	12/2026	X		
Cheryl Pasquale	12/2022		X	
Anna Marie Sasso Mayor's Alternate	N/A	X		4:34 pm
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	12/2022	X		
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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- **Vote #2022-V012: Approving the Minutes for 09-Mar-2022– Regular Public Meeting.**

Library Board Roll Call Vote

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

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- **Vote #2022-V013: Approving the Bill List for 10-Mar-2022 through 13-Apr-2022 , inclusive.**

Library Board Roll Call Vote

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

- With regard to the Bill List it was clarified that ck 9221 - UGI Energy Services - was supplemental to, but separate from the PSE&G utilities bill, an energy savings program coordinated through the Borough.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The recent exterior lighting project brought out many compliments, and rave reviews. Fantastic improved night visibility at doors and paths, with enhanced exterior camera viewing. The Board Members and Library Staff are extremely pleased. These lights are LED type. Downes Tree Service did tree pruning and removal, and Lincoln Landscaping did 2 days of grounds maintenance and general cleanup.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

The website is almost ready with the vendor’s designing and updating - the new server is still being worked on. There are 16 licenses still needed but still on hold due to revisions registering Libraries as exclusive entities for reduced pricing. Options are being researched through the Borough’s Technology director.

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POLICY

Darryl Siss, Committee Chairperson

Applying for a Library Procurement Card for occasional use for bill paying is being considered. With controls in place and established policies and procedures it could be a good option as some vendors are moving towards electronic payments only and eliminating the use of cash and checks. This will need more research and also inquiries with other Libraries that are using this method.

PERSONNEL

Joseph Metzler, Committee Chairperson

The new hire in Circulation is working out very well. Three positions still remain unfilled:

Librarian - Children's Services (full time) Library Monitor (part time) Librarian - Adult Services (part time)

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

Friday, April 29th Arbor Day, the Hawthorne Shade Tree Commission is planting a tree on the Library grounds. Mayor John Lane will be attending and students of Passaic County Technical Institute, a vocational public high school in Wayne, will be filming this event.

NOMINATING

John Lane, Committee Chairperson

No report

NEGOTIATIONS

Jean Mele, Committee Chairperson

No report

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

On Friday April 29, Director Monica A. Smith will attend an all-day webinar. Topics include legal and bargaining developments, and workplace health and safety in the context of the pandemic.

OLD BUSINESS

Through a recent research project for a Library patron, information about Hawthorne's 1998 Centennial was found, that mentioned various keepsakes being placed in a Time Capsule, and supposedly secured at the Library. The plan was for it to be opened in 2023 for Hawthorne's 125th year anniversary. After a bit of adventurous inquiring, the "capsule" was finally located (*treasures intact*) at Hawthorne Borough Hall, not at the Library. More to follow as the anniversary year approaches.

NEW BUSINESS

Joseph Metzler's grandson is becoming an Eagle Scout and his project incorporates the Library's Computer Lab. Director Monica A. Smith agreed to sign any paperwork required for his project.

FRIENDS OF THE LIBRARY

The Friends met on April 12, 2022. They are conducting an online survey to determine what types of programs, interests, and potential fundraising that the patrons would like to see from the Friends. Director Monica A. Smith was asked if she would check with Mayor John Lane, if an upcoming letter to the Borough could include a link to that survey, in order to reach more people. Mayor Lane agreed to that. Additionally, it was asked if the Friends of the Library can place a donation jar at the Circulation Desk labelled "*Donate to the Friends*". All agreed to that.

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PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:36 pm

Library Board Roll Call Vote

		<u>Diana Connolly</u>	<u>Mayor Lane /Anna Marie Sasso</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Cheryl Pasquale</u>	<u>Darryl Siss</u>	<u>Richar d Spirito / Theres a DiGer onimo</u>	<u>Evan Toth</u>
Motion					2nd		1st		
Aye		X	X		X		X	X	X
Nay									
Abstain									
Absent				X		X			

Next Regular Meeting – Wednesday 11-May-22 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2022-V012: Approving the Minutes for 09-Mar-2022– Regular Public Meeting. 2
- Vote #2022-V013: Approving the Bill List for 10-Mar-2022 through 13-Apr-2022 , inclusive. 2