

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

Minutes – May 11, 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.
Diana Connolly	12/2023	X		
Theresa DiGeronimo, Superintendent's Alternate	N/A	X		
John Lane Mayor	N/A		X	
Jean Mele	12/2022	X		
Joseph Metzler	12/2026	X		
Cheryl Pasquale	12/2022		X	
Anna Marie Sasso 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	12/2022		X	
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

- **Vote #2022-V014: Approving the Minutes for 13-Apr-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 DiGeroni mo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				1st		2nd			
Aye	X	X		X		X	X		X
Nay									
Abstain			X						
Absent					X			X	

PUBLIC BE HEARD – AGENDA ITEMS ONLY: NONE

### FINANCIAL REPORTS/BILL LIST

**John Lane, Committee Chairperson**

- **Vote #2022-V015: Approving the Bill List for 14-Apr-2022 through 11-May-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 DiGeroni mo</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	

Some clarification was needed on the Bill List for the Operating Expense account. Ck 9277, payable to ProCopy, Inc. included 2 Maintenance Agreement renewals and the Monthly Lease payment. Ck 9264, payable to Reiner Group, covered a 1 yr. Renewal Agreement. Ck 9255, payable to Jenkinson’s was for Aquarium tickets, serving as the Library Summer Reading Program Grand Prize. Ck 1159, issued from the Capital Reserve Account was for an invoice payable to Boswell Engineering.

### BUILDINGS AND GROUNDS

**Joseph Metzler, Committee Chairperson**

Continued positive feedback regarding the benefits of the improved exterior lighting on the Library grounds.

### TECHNOLOGY

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

New Library website is up. Mr. Spaeth at HS Design has made some videos to assist Director Monica A. Smith to be able to make revisions on her own. There are no new developments on the status of the Library Server or the pending licenses needed, at this time – updates to follow.

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

**POLICY**

**Darryl Siss, Committee Chairperson**

Library Board members have been participating in the continuing education webinars and virtual conferences required by the NJ State Library through JerseyConnect, LibraryLinkNJ, NJLA, and others. Learning venue hours scheduled may be combined among the members, but must be completed within the calendar year. Director Monica A. Smith sends email notifications to the members when these programs are available.

**PERSONNEL**

**Joseph Metzler, Committee Chairperson**

- **Vote #2022-V016: Memorialize the resignation of Kevin Cosenza, Librarian – Adult Services, effective 29-June-2022.**

*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		2nd					1st		
Aye	X	X	X	X		X	X		X
Nay									
Abstain									
Absent					X			X	

Library Board Member Joseph Metzler expressed that he wants to memorialize Kevin’s resignation “with regret”, commenting that Kevin is a fantastic young man, a pleasure to work with and is disappointed to see him leave. Kevin Cosenza was at the Library for 11 years.

- **Vote #2022-V017: Memorialize the resignation of Adam Keeble, Library Associate – Programming Coordinator, effective 07-Jun-2022.**

*Library Board Roll Call Vote*

	<u>Diana Connelly</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	

Adam Keeble was at the Library for 6 years. Joseph Metzler stated he wants to memorialize Adam’s resignation “with regret”, expressing his disappointment to see Adam leave.

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These Four positions remain unfilled:

- Librarian - Children's Services (full time)
- Librarian – Adult Services (full time)
- Library Associate -Programming Coordinator (part time, 44 hours/pp)
- Librarian – Adult Services (part time, 18 hours/pp)
- 

There are some interviews pending. Updates to follow.

**COMMUNICATIONS**

**Monica A. Smith, Director**

No report

**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**

Monica will be attending an NJLA webinar on Unions, 19-May-2022

**OLD BUSINESS**

Director Monica A. Smith completed a New Jersey Institute for Continuing Legal Education (NJICLE)Webinar, Virtual Public Employment Conference on 29-Apr-2022. She learned about assorted legal cases, some relating to Covid which were considered to be of interest.

**NEW BUSINESS**

none

**FRIENDS OF THE LIBRARY**

The survey will be wrapping up on 15-May-2022.

**PUBLIC BE HEARD:**

none

**PRIVATE SESSION:**

none

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

**MOTION TO ADJOURN: 5:09 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>Richard Spirito / Theresa DiGeroni mo</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	

Next Regular Meeting – Wednesday 8-Jun-22 at 4:30 P.M.

**Summary of Resolutions and Votes**

- Vote #2022-V014: Approving the Minutes for 13-Apr-2022– Regular Public Meeting. 2
- Vote #2022-V015: Approving the Bill List for 14-Apr-2022 through 11-May-2022 , inclusive. 2
- Vote #2022-V016: Memorialize the resignation of Kevin Cosenza, Librarian-Adult Services, effective 29-June-2022. 3
- Vote #2022-V017: Memorialize the resignation of Adam Keeble, Library Associate – Programming Coordinator, effective 07-Jun-2022. 4