

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

Minutes – June 8, 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	4:45 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		
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 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2022-V019: Approving the Minutes for 11-May-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				1 st		2 nd			
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- **Vote #2022-V020: Approving the Bill List for 12-May-2022 through 08-Jun-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			2 nd					1 st	
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

Confirmed Capital Reserve Account Ck 1160 payable to J.C. Electric, Inc. was for labor installing exterior lighting for Library. Operating Expenses Account Ck 9306 for Reiner Group was for service tech visit to calibrate a Thermostat controlling Loft / Mezzanine area and not covered under detailed maintenance agreement for Heating and AC units and specified parts.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Recent heavy rains caused roof leaks in loft section - Paino Roofing repaired 4 separate areas identified as the source of those leaks. Still waiting for a part for a copier covered under agreement, and a standard faucet to be replaced both located in Tech Processing office.

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Board of Trustees Regular Monthly Meeting

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

No progress on the server installation; researching options for specially priced software for this server. Library Director Monica Smith and Library Board President Dr. Spirito agreed to set up a meeting with Technology Director Tamer Mamkej, to review the situation.

POLICY

Darryl Siss, Committee Chairperson

On the updated Library website, some staff members have been looking through the Policy pages for changes needed (not requiring committee approval) such as simple typos, grammar, or outdated terminology – other areas are more significant. Director Monica Smith will work on updating those gradually, stating that it is always good to look at your policies to be certain they are in line with what you still have intended to do.

PERSONNEL

Joseph Metzler, Committee Chairperson

Two new hires (for two separate Departments). The Board agreed to have one motion made to approve both of the new hires noted in Vote #2022 -V021 and Vote#2022 – V022.

- **Vote #2022-V021: Approving the hiring of Erin Hestvik, Librarian – Children’s Services, 70 hour/pp, \$47,754/year, effective 20-Jun-2022.**
- **Vote #2022-V022: Approving the hiring of Elaine Lincoln, Librarian – Adult Services, 70 hour/pp, \$47,754/year, effective 27-Jun-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 DiGeroni mo</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				

Three positions remain unfilled: at this time no prospects -

- Library Monitor (part time, 30 hours/pp)
- Library Associate -Programming Coordinator (part time, 40 hours/pp)
- Librarian – Adult Services (part time, 18 hours/pp)

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Board of Trustees Regular Monthly Meeting

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

The Library is collaborating with Aaron Metzler, an Eagle Scout candidate, on an improvement project for the Library's YA computer lab. Tasks include removing shelving, cleaning, rebuilding radiator covers, and painting. This project is still awaiting approval from the Hawthorne Council.

NOMINATING

John Lane, Committee Chairperson

No report

NEGOTIATIONS

Jean Mele, Committee Chairperson

On 6/1/22, ideas were submitted to the committee for negotiating Floating Holidays in the collective bargaining agreements. All agreed that it is best to prepare in advance.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

No report

OLD BUSINESS

Mayor John Lane reported the closing of the Hawthorne Community Library Foundation, an organization founded in 1996, and inactive for years. The Foundation funds were issued in check form from the bank, at the closing of that account. Check # 159534, payable to Louis Bay 2nd Library in the amount of \$25,455.90, will be deposited into the Library's Capital Reserve Fund Account on Friday, June 10, 2022.

NEW BUSINESS

none

FRIENDS OF THE LIBRARY

The Friends are seeking nominations for officers, as soon as possible to keep the Friends active. Ideas for events to increase awareness and interest in gathering new members are being discussed, possibly uniting with other Borough events.

PUBLIC BE HEARD: none

Louis Bay 2nd Public Library
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MOTION TO ADJOURN: 5:27 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				1 st		2 nd			
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

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

Summary of Resolutions and Votes

- Vote #2022-V019: Approving the Minutes for 11-May-2022– Regular Public Meeting. 2
- Vote #2022-V020: Approving the Bill List for 12-May-2022 through 08-Jun-2022 , inclusive. 2
- Vote #2022-V021: Approving the hiring of Erin Hestvik, Librarian – Children’s Services, 70 hour/pp, \$47,754/year, effective 20-Jun-2022. 3
- Vote #2022-V022: Approving the hiring of Elaine Lincoln, Librarian – Adult Services, 70 hour/pp, \$47,754/year, effective 27-Jun-2022. 3