

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

Minutes – July 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		
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	4:41 pm
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-V023: Approving the Minutes for 08-Jun-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		2 nd		1 st					
Aye		X		X	X	X		X	
Nay									
Abstain									
Absent	X		X				X		X

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- **Vote #2022-V024: Approving the Bill List for 09-Jun-2022 through 13-Jul-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				1 st	2 nd				
Aye		X		X	X	X		X	
Nay									
Abstain									
Absent	X		X				X		X

Director Monica A. Smith issued a printout of the last Reconciliation report of the Library’s Capital Reserve Account and the Philanthropic Account for the Board to review and discuss available balances, in preparation for the pending Library Lighting project.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

5 hanging flower baskets provided through the Borough’s Neighborhood Preservation Program were noted as being beautifully maintained by the Library Director and staff. Sliding closet doors in Meeting Room A still need repair.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

4 replacement PCs were installed, and CDW-G, the vendor that provided the products, has been contacted for the server licensing. The Library Computer Lab also has a number of work stations provided through BCCLS,

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and the Library Board will discuss and decide by September of 2022, if the quantity needs to be reduced due to changes in demand for computer access. BCCLS will then be informed of any decision, remove any if necessary and adjust the charges to the Library.

POLICY

Darryl Siss, Committee Chairperson

- **Vote #2022-V025: Approving the First Reading to Library Policy Changes as Read for Gallery Policy, Collection Development Policy, Internet Use Policy and Public PC Access Policy.**

	<u>Diana Connolly</u>	<u>Mayor Lane / Ann 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
Nay									
Abstain									
Absent	X		X				X		

The Library website is fully operating. Director Monica A. Smith, and staff members have been working on updating the Policy pages that are posted there. This First Reading includes *Gallery Policy, Collection Development Policy, Internet Use Policy* and *Public PC Access Policy*. Revisions made to these were presented, discussed and approved, with additional suggestions, and Monica will incorporate these specific changes for further review by the Board.

Monica also mentioned with enthusiasm that the Board as a whole, and specifically noting the efforts of Board Member Joe Metzler, is very close to fulfilling their allotted hours for Continuing Education responsibilities for 2022.

PERSONNEL

Joseph Metzler, Committee Chairperson

Three positions remain unfilled, however there is an interview scheduled for Wednesday July 20, 2022 for the Part-Time Librarian* position in Adult Services.

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

Director Monica A. Smith announced that the next Library Board Meeting is scheduled for Wednesday August 17, 2022. Monica will be on Vacation from July 28 through August 15, 2022, and stated that controls are in place to carry out Staff payroll vouchers, full time and part time staff schedules and responsibilities.

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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

None

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

No report

OLD BUSINESS

None

NEW BUSINESS

Meeting Room and Event Schedules are currently being coordinated through Gina Gerard, Department Head of Adult Services.

FRIENDS OF THE LIBRARY

The Friends will not be meeting until September 2022, for their reorganization. They are seeking a new slate of officers, including a President. This will need to be done as soon as possible to keep the Friends active, and avoid having to dissolve. There have been some interested candidates, but no decisions yet.

PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:28 pm

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Mayor Lane / Ann 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
Nay									
Abstain									
Absent	X		X				X		

Next Regular Meeting – Wednesday 14-Sep-22 at 4:30 P.M.

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Summary of Resolutions and Votes

- Vote #2022-V023: Approving the Minutes for 08-Jun-2022– Regular Public Meeting. 2
- Vote #2022-V024: Approving the Bill List for 09-Jun-2022 through 13-Jul-2022 , inclusive. 2
- Vote #2022-V025: Approving the First Reading to Library Policy Changes as Read for Gallery Policy, Collection Development Policy, Internet Use Policy and Public PC Access Policy. 3