

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

Minutes – August 17, 2022 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: ___ 4:30 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	4:38 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-V026: Approving the Minutes for 13-Jul-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	2 nd			1 st					
Aye	X	X		X				X	
Nay									
Abstain			X						
Absent					X	X	X		X

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- **Vote #2022-V027: Approving the Bill List for 14-Jul-2022 through 17-Aug-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	
Nay									
Abstain									X
Absent					X	X	X		

Reiner Group Inc. issued 2 Invoices for 2 service calls when an A/C unit in the Children’s wing shut down following a town-wide power outage. The initial tech visited inside and on roof and did not resolve anything, claiming it was a PSE&G fix - PSE&G tech arrived and assured us it was not them (all other power on / AC units were fine) The second call for service, dispatched a tech who realized the A/C unit needed 2 new fuses, and completed the work. After contacting Reiner Group, they agreed to only 1 Invoice for the second service call; refer to Reiner Group Inc. check 9356: \$538.06 approved on the Bill List.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Hawthorne DPW is aware that the closet in Meeting Room A is still on the list for repair (outside doors, inside shelves) The Chief Security Fire Alarm wall unit had problems with the alarm tone unable to shut off automatically or manually. The battery was not the issue. A repair ticket was created for the 2 Verizon phone lines associated with the system. Suggestions for a wireless system were discussed, with the current vendor and other options. A report will follow after Verizon checks on the status of the existing lines.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- **Vote #2022-V028: Approving the Purchase of three (3) BCCLS PCs that are currently in the YA Computer Lab, at \$100 each by September 1, 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
Nay									
Abstain									
Absent					X	X	X		

Following discussion of removing or purchasing 3 BCCLS PCs located in the YA Computer Lab, (with 6 BCCLS PCs remaining) within the deadline to notify BCCLS by 9/1/22 of any computer removals, the decision was to approve the purchase of three (3) PCs from BCCLS at \$100 per unit, totalling \$300, as opposed to annual billing at a higher price per PCs linked to BCCLS. BCCLS will then schedule disconnecting / removing those PCs from their system and reconfigure them to be non BCCLS computers. The Borough Council approved YA Computer Lab Eagle Scout improvement project which includes removing shelves, cleaning, rebuilding radiator covers, and painting, will start sometime after Labor Day. Director Monica A. Smith will make sure items are carefully stored and any boxes properly labeled to allow for this work to be done.

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POLICY

Darryl Siss, Committee Chairperson

- **Vote #2022-V029: Approving the Second Reading for Policies for Gallery, Collection Development, Internet Use, and Public PC Access**

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
Nay									
Abstain									
Absent					X	X	X		

There were a few minor changes to the Policies listed for Approval. In place of text some updates would available through links on the Library website to assure current and accurate Policy information. Director Monica A. Smith also stated that the Library Board is only 15 minutes shy of the 7 hours obligation of Continuing Education. It was agreed that some short videos from the Trustee Academy will be viewed as a group before the end of the year.

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2022-V030: Approve the hiring of Jillian Bielen, Librarian – Adult Services, 18 hour/pp, \$19.00/hour, effective 29-Aug-2022.**

	<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
Nay									
Abstain									
Absent					X	X	X		

Two positions remain unfilled, listed below. It was suggested and agrees that these Library positions will now be posted on the Borough of Hawthorne’s website also, to expand awareness of the job opportunities.

- Library Monitor (part time, 30 hours/pp)
- Library Associate -Programming Coordinator (part time, 40 hours/pp)

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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

No report.

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

No report

OLD BUSINESS

None

NEW BUSINESS

Monica is summoned for Jury Duty 03-Oct-2022. She will know the night before if reporting is required.

FRIENDS OF THE LIBRARY

No report

PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:28 pm

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Mayor Lane / Anne 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		

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

Summary of Resolutions and Votes

- Vote #2022-V026: Approving the Minutes for 13-Jul-2022– Regular Public Meeting. 2
- Vote #2022-V027: Approving the Bill List for 14-Jul-2022 through 17-Aug-2022 , inclusive. 2
- Vote #2022-V028: Approve the Purchase of Three (3) BCCLS PCs at \$100 each by September 1, 2022 4
- Vote #2022-V029: Approve the Second Reading for Policies for Gallery, Collection Development, Internet Use, and Public PC Access 4
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