

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

Minutes – September 14, 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		
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-V030: Approving the Minutes for 17-Aug-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				X	X
Nay									
Abstain						X	X		
Absent					X				

PUBLIC BE HEARD – AGENDA ITEMS ONLY: none

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- Vote #2022-V031: Approving the Bill List for 18-Aug-2022 through 14-Sep-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			1 st			2 nd			
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

The Auditing firm of Suplee, Clooney & Co. completed their work during the week of July 25, 2022, and will submit a draft copy. An agent from the firm will review the results of the annual audit at a future Board Meeting.

Director Monica A. Smith presented 2 Resolutions to the Library Board for Approval.

Resolution #2022-R04: Approve the allocation of funds from the Capital Reserve account to be used for the Neighborhood Preservation Project, in the amount of \$25,000

Resolution #2022-R05: Approve the allocation of funds from the Philanthropic account and the Capital Reserve account to be used for the Library Lighting Project, in the amount of \$125,000

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Following discussion and a vote on Resolution #2022-R04, the Library Board of Trustees Approved the allocation of funds from the Capital Reserve Account to be used for the Neighborhood Preservation Project, in the amount of \$25,000. (see separate sheet)

Following discussion and a vote on Resolution #2022-R05, the Library Board of Trustees Approved the allocation of funds from the Philanthropic Account and the Capital Reserve Account to be used for the Library Lighting Project in the revised amount of \$100,000. (see separate sheet)

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. A planning meeting was held on 24-Aug-2022 with representatives from Boswell Engineering and Post & Kelly to discuss the Library Lighting Project. Waiting on actual receipt of inventory before further scheduling. Topics to consider include:

- Advance Notification for Library closures to the public or both public and staff
- Granting access via key and unique code(s) for contractor's early start time

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Director Monica A. Smith just received an update that the 16 licenses needed for the Library's new server are just about ready for fulfillment via electronic access through vendor CDW-G.

POLICY

Darryl Siss, Committee Chairperson

- **Vote #2022-V032: Approve the Library's Holiday Schedule for 2023**

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
Nay			X						
Abstain									
Absent					X				

The 2023 Calendar for Holiday scheduling was reviewed – some by the actual date and others by a certain day of the week. A few holidays are also noted with early closures on the Calendar. After some clarification, the Holiday schedule for 2023 as presented was approved.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

PERSONNEL

Joseph Metzler, Committee Chairperson

There are still three (3) positions unfilled. These Library positions will be posted on the Borough of Hawthorne website also, to expand awareness of the job opportunities.

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

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

The YA Computer Lab improvement project in collaboration with Aaron Metzler, an Eagle Scout candidate, has scheduled several Saturdays in October / November to get the work accomplished.

Library Board Member Diana Connolly, also a member of the Hawthorne Historical Society, had a proposal to donate a hand-crafted Arrowhead presentation piece situated at the Library for many years – to the Hawthorne Historical Society for its significance to Borough history, and for its safekeeping. A motion was made to Approve the Donation of the Arrowheads and Plaque to the Hawthorne Historical Society

- **Vote #2022-V033: Approve the Donation of the Arrowheads and Plaque to the Hawthorne Historical Society.**

	<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			X					X	
Abstain									
Absent					X				

NOMINATING

John Lane, Committee Chairperson

No report

NEGOTIATIONS

Jean Mele, Committee Chairperson

No report

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

MEETING ROOM APPLICATIONS

- **Vote #2022-V034: Approve the Meeting Room Application for Washington Pointe Condo Association**

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				

Washington Pointe Condo Association applied to meet at the Louis Bay 2nd Library on Wednesday, September 21, 2022 from 7:00 – 9:00 pm in Meeting Room A. This will be their first meeting here. The Condos are located at 2 Grand Avenue, in Hawthorne.

PROFESSIONAL DEVELOPMENT

Library Director Monica A. Smith attended a webinar September 8, THE LABOR OF LIBRARIANSHIP: LESSONS FROM LIBRARY WORKER ORGANIZING. Panelists were both academic and public librarians from Michigan, Pennsylvania, and Indiana.

Most impactful takeaways:

- libraries are both vital and vulnerable
- there exists “vocational awe” wherein this is seen as a lifestyle within a sacred institution instead of regular workers deserving protection just like any other worker.

Monica will be running for a seat on the BCCLS Executive Board. If elected, it’s a 3-year commitment with minimal obligations of a monthly meeting.

OLD BUSINESS

None

NEW BUSINESS

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

FRIENDS OF THE LIBRARY

The Friends of the Library had their meeting on Tuesday September 13, 2022. They nominated 4 new officers. They will be officially installed in January 2023.

PUBLIC BE HEARD:

None

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

MOTION TO ADJOURN: 6:05 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 12-Oct-22 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2022-V030: Approving the Minutes for 17-Aug-2022– Regular Public Meeting.
- Vote #2022-V031: Approving the Bill List for 18-Aug-2022 through 14-Sep-2022 , inclusive.
- Resolution #2022-R04: Approve the allocation of funds from the Capital Reserve account to be used for the Neighborhood Preservation Project, in the amount of \$25,000 (see separate sheet)
- Resolution #2022-R05: Approve the allocation of funds from the Philanthropic account and the Capital Reserve Account to be used for the Library Lighting Project in the amount of \$100,000. (see separate sheet)
- Vote #2022-V032: Approve the Library’s Holiday Schedule for 2023
- Vote #2022-V033: Approve the Donation of the Arrowheads and Plaque to the Hawthorne Historical Society.
- Vote #2022-V034: Approve the Meeting Room Application for Washington Pointe Condo Association

Resolution #2022-R04: Approve the allocation of funds from the Capital Reserve account to be used for the Neighborhood Preservation Project, in the amount of \$25,000

WHEREAS, Resolution 2013-06, "...approves the allocation of fund specifically for Building Renovation projects to be coordinated in partnership with the NJ State Library SWAT Team application in the amount of \$75,000. Funds from the Capital Reserve Account to be encumbered by December 31, 2013 with completion of project by June 30, 2014.", and

WHEREAS, that project was neither undertaken nor completed,

Now, therefore, let it be resolved on the 14th of September, 2022,
by the Library Board of Trustees of the Louis Bay 2nd Library, County of Passaic, State of New Jersey,
that:

- The Library approves the allocation of funds from the Capital Reserve Account to be used for the Neighborhood Preservation Project, in the amount of \$25,000.

Account	Amount	Source
Capital Reserve Account	\$25,000	\$25,455.90 from the Hawthorne Library Foundation
TOTAL	\$25,000.00	

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

Resolution #2022-R05: Approve the allocation of funds from the Philanthropic account and the Capital Reserve Account to be used for the Library Lighting Project in the amount of \$100,000.

Now, therefore, let it be resolved on the 14th of September, 2022,
by the Library Board of Trustees of the Louis Bay 2nd Library, County of Passaic, State of New Jersey,
that:

- The Library approves the allocation of funds from:

Account	Amount	Source
Philanthropic Account	\$50,000	\$50,000 from the bequest of Ruth MacDonald, 2014
Capital Reserve	\$50,000	\$52,086.45 from Resolution 2022_R003, transfer of CD (note: actual deposit was \$52,135.40)
TOTAL	\$100,000.00	

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