

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

Minutes – November 9, 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	4:39 pm
Anna Marie Sasso Mayor's Alternate	N/A	X		
Darryl Siss	12/2024		X	4:33 pm
Richard A. Spirito, Jr. Superintendent of Schools	N/A	X		
Dr. Richard A. Spirito President	12/2025	X		
Evan Toth	12/2022		X	4:32 pm
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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- **Vote #2022-V037: Approving the Minutes for 12-Oct-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	1 st			2 nd					
Aye	X			X				X	X
Nay									
Abstain		X	X				X		
Absent					X	X			

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- **Vote #2022-V038: Approving the Bill List for 13-Oct-2022 through 09-Nov-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	X	X	X
Nay									
Abstain									
Absent					X				

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Suplee, Clooney & Company representative Bill Swisher was present to discuss and review the audit conducted for years ended December 31, 2021 and 2020. Mr. Swisher reported the results as all good.

- **Vote #2022-V039: Accept the Report of Audit, Years Ended December 31, 2021 and 2020, as prepared by Suplee, Clooney & Company.**

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					X				
Absent									

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The Library front entrance walkway work began Monday 10/31/22, with the completion date of Wednesday 11/9/22.

The Library Lighting Project is scheduled to start Monday 11/14/22. If there any delivery delays, the start date will be Monday 11/21/22. During construction, sections of the library will be off limits, with staff work-arounds in place for book re-shelving, holds fulfillment, and basic circulation services. Public PC access will not be available when that area is under construction. A dumpster will be located outside for the debris.

Aaron Metzler completed his Eagle Scout project collaborating with the Library to improve the YA Computer Lab. The room is now a beautiful, bright workspace. As a finishing touch, an American flag will be placed in the room. Director Monica A. Smith will sign off on the project as completed.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Still trying to sort out the licensing for the Library’s new server.

POLICY

Darryl Siss, Committee Chairperson

BCCLS approved Policy changes at their last System Council Meeting, for identity verification for borrowing privileges, necessitating changes to our Policies. Library staff are entitled to request identification from any patron wishing to borrow items.

Policy now states Proof of a *Library Account* includes:

- physical card issued by a BCCLS Library
- current photo ID (*staff must have patron verbally verify address if not displayed on that ID*)
- digital representation of the card
- card stored on loyalty card app
- library app or self-checkout app

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- **Vote #2022-V040: Approving the SECOND reading for Circulation, Registration, Prospect Park Patrons, Pay Card, and Public PC Access Policies.**

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	X
Nay									
Abstain									
Absent									

The Five Policies will be updated to replace the word *Card* with the word *Account*, as in patrons proving they have a *Library Account*.

- **Vote #2022-V041: Approving the Board of Trustees Regular Public Meeting 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		2 nd						1 st	
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

PERSONNEL

Joseph Metzler, Committee Chairperson

3 Library positions still open: Librarian (part time) Library Monitor (part time) and Library Associate - Programming Coordinator (part time)

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

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NOMINATING

John Lane, Committee Chairperson

Dr. Spirito stated that he spoke to Mayor Lane, the Nominating Committee Chairperson, who will be contacting people to see if they would like to be on the list of nominations of candidates to fill open positions on the Library Board starting in 2023.

NEGOTIATIONS

Jean Mele, Committee Chairperson

The Negotiations Committee and the Borough Administrator met on 10/24/22 to prepare for anticipated negotiations with the UPSEU (*United Public Service Employees Union*) collective bargaining unit.

MEETING ROOM APPLICATIONS

“Shin” - Georgian Community Book Project – for use of Library Meeting Rooms A & B on December 17, 2022

- **Vote #2022-V042: Approving the Georgian Community Book Project to Hold a Meeting for an Event Scheduled for December 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	X
Nay									
Abstain									
Absent									

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith participated in a 30 minute Webinar on BCCLS connect. Monica will update with additional information as it becomes available.

OLD BUSINESS

The Library Board members fulfilled their allotted hours for Continuing Education responsibilities for 2022.

NEW BUSINESS Library Board member Cheryl Pasquale asked about the possibility of an eventual partnership with the library to help with non-English language families facing challenges, district wide. Meeting with them personally, especially the parents of ESL students, would allow for more community involvement, and broader means of easing the language barriers. The Library does not currently have a program coordinator, but could still consider some services held at the library that could assist these families.

Aaron Metzler spoke briefly to the Board about his completion of his Eagle Scout project. The Board members thanked Aaron and will join him after the meeting is adjourned to place the American Flag in the YA Lab.

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FRIENDS OF THE LIBRARY

A very impressive joint effort was made by Library Staff, Friends of the Library, and 5 National Honor Society student volunteers to transport 2000+ donated books to the Friends of the Library for their Book Sale events. Letters of acknowledgement will be sent to the students to confirm their volunteer hours and a letter of thanks to the donors. The books will be sorted through in stages.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: 5:26 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 DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion				1 st		2 nd			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

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

Summary of Resolutions and Votes

- Vote #2022-V037: Approving the Minutes for 12-Oct-2022– Regular Public Meeting. 2
 - Vote #2022-V038: Approving the Bill List for 13-Oct-2022 through 09-Nov-2022 , inclusive. 2
- Vote #2022-V039: Accept the Report of Audit , Years Ended December 31, 2021 and 2020, as prepared by Suplee, Clooney & company. 3
- Vote #2022-V040: Approving the SECOND reading for Circulation, Registration, Prospect Park Patrons, Pay Card, and Public PC Access Policies. 4
 - Vote #2022-V041: Approving the Board of Trustees Regular Public Meeting Schedule for 2023 4
 - Vote #2022-V042: Approving the Approving the Georgian Community Book Project to Hold a Meeting for an Event Scheduled for December 2022 5