

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

Minutes – December 14, 2022 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:35 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

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Joseph Metzler suggested allowing time for Keith Post from Post & Kelly Electric Co. to update the Board about the current Library Lighting Project, on their progress and to answer any questions. Mr. Post was very helpful. The crew has been accommodating throughout the project. They intend to finish most of the construction in a few days. Some concerns regarding brightness levels in specific areas were noted and will be reviewed.

- Vote #2022-V042: Approving the Minutes for 09-Nov-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 | | | | | X | | |
| Absent | | | | | X | X | | X | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY: NONE

FINANCIAL REPORTS/BILL LIST

John Lane, Committee Chairperson

- Vote #2022-V043: Approving the Bill List for 10-Nov-2022 through 14-Dec-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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | X | X | | X | |

****Note the transfer of \$50,000 from Capital Reserve Account (refer to ck # 1161) and \$50,000 from the Philanthropic Account (refer to ck # 116) payable to the Borough of Hawthorne, per Resolution #2022-R005, approved on September 14, 2022.**

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- **Resolution #2022-R006: Approve \$5,148 from Capital Reserve for the continued lease of the 4000 Series Color Multi Function Printer (public):**

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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | X | X | | X | |

- **Resolution #2022-R007: Approve \$13,860 from Philanthropic for Change Orders on the lighting project. (see attached Resolution)**

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 | | | | X | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | X | X | | X | |

| | |
|---|----------|
| Circulation Office Ceiling Replacement: | \$7,590 |
| Lobby Ceiling Tile Replacement (Partial): | \$4,950 |
| Ceiling Fans (6): | \$1,320 |
| Total: | \$13,860 |

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- **Resolution #2022-R008: Approve \$4,166 from Capital Reserve to Reiner Group, Inc. for the repair of HVAC Unit #1 (2016)**

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 | |

- **Vote #2022-V044: Approve the 2023 Budget.**

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 | |

Director Monica A. Smith provided copies of the 2023 Budget and clarified some details regarding staff salaries for 2023 and also noted that with respect to the Budget proper she redirected some monies from physical materials into electronic materials, as in e-content which is reflective of current trends in BCCLS, and staff observation. Monica stated that her 2023 Budget is under 2%, by \$34.00.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The lighting project is progressing; Library staff have adapted well to shifting work spaces. The storage closet in Meeting Room A still needs brackets and will be fixed by early January 2023. Meeting Room A is also very cold while waiting for HVAC Unit # 1 repair parts. Some events will need to be rescheduled.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Still trying to sort out the licensing but definitely moving forward.

Louis Bay 2nd Public Library

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POLICY

Darryl Siss, Committee Chairperson

- **Vote #2022-V045: Approve closing the library at 2:00pm on Friday, January 13, 2023 for staff development.**

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 | |

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2022-V046: Approve a 2.0% increase in annual salary for Gina Pontrelli, Business Manager, from \$45,900 to \$46, 818, effective January 1, 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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | X | X | | X | |

Director Monica A. Smith stated that even though this Vote is on the Agenda, it is also on a separate form to record the Vote. This will be signed by Monica and Board President Dr. Spirito. Payroll requires signed documentation, submitted with the 2023 Payroll Change Form. This also eliminates the wait for retroactive pay.

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

Louis Bay 2nd Public Library

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NOMINATING

John Lane, Committee Chairperson

Mayor John Lane spoke with the candidates nominated for Library Board officers for 2023 as listed:

President - Dr. Richard Spirito

Vice President - Evan Toth

Treasurer/Secretary - Diana Connolly

The floor was opened for any other nominations. There were none. Joseph Metzler made a motion that the nominations be closed, seconded by Mayor John Lane. All were in favor and Nominations were closed.

It was decided to have a Vote to Approve the Candidate Nominations at this December 14, 2022 meeting rather than the reorganization meeting on January 11, 2023.

- **Vote #2022-V047: Approve Candidate Nominations for Three (3) 2023 Library Board Officers at the December 14, 2022 meeting rather than January 11, 2023, reorganization meeting**

President - Dr. Richard Spirito

Vice President - Evan Toth

Treasurer/Secretary - Diana Connolly

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 | |

Congratulations were extended to the new Library Board Officers. Plans were made to go to the Bank to add Diana Connolly as Treasurer to the Accounts and to make any other necessary updates.

NEGOTIATIONS

Jean Mele, Committee Chairperson

No report

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

No report

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OLD BUSINESS

None

NEW BUSINESS

Board Member Joseph Metzler presented a check to the Louis Bay 2nd Library for \$574.54 on behalf of Aaron Metzler's Eagle Scout Project, stating whatever money is left after a project is completed, in this case the *YA Computer Lab Improvement Project*, goes back to the Library. Director Monica A. Smith asked for suggestions to direct the money, suggesting the programming budget or possibly purchasing some soundboards to help with the acoustics in the YA Lab. On behalf of the invited Library staff, Monica thanked Mayor John Lane for hosting a delicious holiday lunch at the Ambulance Corps on Monday, December 12, 2022.

FRIENDS OF THE LIBRARY

Kerrie Beekman, President Elect of the Friends, was issued a building key and given opening/closing instructions and a walk-through. The Friends meeting on Tuesday 12/13/22 was cancelled.

PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:31 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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | X | X | | X | |

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

Next Regular Meeting – Wednesday 11-Jan-23 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2022-V042: Approving the Minutes for 09-Nov-2022– Regular Public Meeting. 2
- Vote #2022-V043: Approving the Bill List for 10-Nov-2022 through 14-Dec-2022 , inclusive. 2
- Resolution #2022-R006: Approve \$5,148 from Capital Reserve for the continued lease of the 4000 Series Color Multi Function Printer (public): 3
- Resolution #2022-R007: Approve \$13,860 from Philanthropic for Change Orders on the lighting project. (see attached Resolution) 3
- Resolution #2022-R008: Approve \$4,166 from Capital Reserve to Reiner Group, Inc. for the repair of HVAC Unit #1 (2016) 4
- Vote #2022-V044: Approve the 2023 Budget. 4
- Vote #2022-V045: Approve closing the library at 2:00pm on Friday, January 13, 2023 for staff development. 5
- Vote #2022-V046: Approve a 2.0% increase in annual salary for Gina Pontrelli, Business Manager, from \$45,900 to \$46, 818, effective January 1, 2023. 5
- Vote #2022-V047: Approve Candidate Nominations for Three (3) 2023 Library Board Officers at the December 14, 2022 meeting rather than January 11, 2023, reorganization meeting. 6