

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

Minutes – July 12, 2023 –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, 2023.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Diana Connolly Treasurer / Secretary	12/2023	X		
Theresa DiGeronimo, Superintendent's Alternate	N/A		X	
John Lane Mayor	N/A		X	4:32 pm
Katie Haake	12/2027		X	
Joseph Metzler	12/2026	X		
Cheryl Pasquale	12/2027		X	
Anna Marie Sasso Mayor's Alternate	N/A	X		
Darryl Siss	12/2024	X		
Dr. Richard A. Spirito, Jr. Superintendent of Schools	N/A		X	
Dr. Richard A. Spirito President	12/2025	X		
Evan Toth	12/2027		X	
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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- **Vote #2023-V022: Approving the Minutes for 14-Jun-2023– Regular Public Meeting.**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Dr. 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						
Absent		X		X			X	X	

PUBLIC BE HEARD – AGENDA ITEMS ONLY: none

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V023: Approving the Bill List for 15-Jun-2023 through 12-Jul-2023 , inclusive.**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Dr. 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	

Director Monica A. Smith explained an oversight for a check listed on the Operating Expenses Account Bill List. At the June 12, 2023 Meeting, the Board passed Resolution #2023-R002, approving a total of \$1282.00 to be issued from the Philanthropic II Bank Account to upgrade lighting in the Quiet Study Room. Selected vendors were *A-Van Electric Supply* (\$632.00 *Materials*) and *Feuersenger Electric* (\$650.00 *Installation*). Check 9656 payable to *A-Van Electric Supply* for \$632.00, was incorrectly printed from the Operating Expenses Bank Account. The error was realized shortly before the Board Meeting, but still listed on the spending report. Conclusively, check 119, payable to *A-Van Electric Supply* for \$632.00, was correctly issued from the Philanthropic II Bank Account, and signed at the meeting.

Also discussed was that the Accounting Firm of *Suplee, Clooney & Company*, conducted an audit for the Louis Bay 2nd Library, for the Year Ended December 31, 2022. No issues were found. A representative is scheduled to

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attend the Library Board Meeting on Wednesday, September 13, 2023. They will review their Report of Audit, and answer any questions.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The Library main floor Quiet Study Room had 8 each, new and improved 2x2 LED ceiling lights installed following Library Board Approval of Resolution #2023-R002

Reported on July 10, 2023 – Damage to sheetrock walls in the loft area near the elevator, possibly due to rain, or overhead sprinkler issue.

A very large Ash tree and a Maple tree, in the outdoor alcove by Meeting Room C, were removed by Downes Tree Service, Inc on Wednesday, July 17, 2023.

TECHNOLOGY: No report

Dr. Richard A. Spirito, Jr., Committee Chairperson

POLICY

Darryl Siss, Committee Chairperson

- **Vote #2023-V024: Approving the Meeting Room Policy 2nd Reading**

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Dr. 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									
Absent		X		X			X	X	

If a pre-scheduled group stays beyond their allotted time, the option of an additional fee may be enforced. Library Meeting Room Policy includes restrictions on relocating furniture, rearranging the room, or staying longer than agreed (*4 hours is the limit*)

PERSONNEL

Diana Connolly, Committee Chairperson

Children’s Department Staff background checks were conducted. There were no issues.

COMMUNICATIONS: No report

Monica A. Smith, Director

COMMUNITY PUBLIC RELATIONS: No report

Evan Toth, Committee Chairperson

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NOMINATING: No report

Mayor Lane, Committee Chairperson

NEGOTIATIONS: No report

Joseph Metzler, Committee Chairperson

MEETING ROOM APPLICATIONS: No report

PROFESSIONAL DEVELOPMENT: No report

NEW BUSINESS: No Report

FRIENDS OF THE LIBRARY: The Friends resume their Monthly Meetings in September 2023.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: 4:59 pm

Library Board Roll Call Vote

	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane/ Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Darryl Siss</u>	<u>Dr. 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	

Next Regular Meeting – Wednesday 16-Aug-23 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2023-V022: Approving the Minutes for 14-Jun-2023– Regular Public Meeting. 2
- Vote #2023-V023: Approving the Bill List for 15-Jun-2023 through 12-Jul-2023 , inclusive. 2
- Vote #2023-V024: Approving the Meeting Room Policy 2nd Reading 3