

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

Minutes – March 8, 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		
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	4:37 pm
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-V009: Approving the Minutes for 08-Feb-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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion	1 st							2 nd	
Aye	X	X		X	X			X	X
Nay									
Abstain			X				X		
Absent						X			

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V010: Approving the Bill List for 09-Feb-2023 through 08-Mar-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 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			

Director Monica A. Smith noted Check # 117 for \$12,540.00, payable to vendor Post & Kelly Electric Co., Inc. (for completed change orders) was issued from the Library’s Philanthropic Fund II Account. The payment for this amount and from this account, had been approved by vote on Wednesday, December 14, 2022 (Resolution #2022-R007).

Monica also clarified that vendor Midwest Tape, (cks 9565 / 9566) on the Operating Expenses Bill List is for audiovisual materials such as DVDs, Blu-ray, CDs, Audiobooks.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Director Monica A. Smith received an email from Post & Kelly Electric Co., stating an anticipated ship date of Tuesday, March 14, for replacement lighting fixtures, with plans to complete work by Wednesday, March 22. Monica noted the possibility of delays that could affect that timeline, pointing out that Thursday, March 30, the Library Meeting Rooms (included in this lighting project) are reserved for 2 important events. Monica suggested that Post & Kelly update their work date to start on Monday, April 3, 2023. The Board agreed that it would be best to reschedule Post & Kelly, so that their work will not be jeopardized or rushed.

TECHNOLOGY

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

Server is installed and updates are almost complete. Some of the server work is scheduled for Monday, March 13, 2023.

POLICY

Darryl Siss, Committee Chairperson

Director Monica A. Smith asked that Library Board President Dr. Richard A. Spirito sign the 2022 Accuracy Certification FY24 for the State Report – Monica mentioned that the Library Board’s Continuing Education Credits are a component of this report that is filed every year for Library State Aid.

PERSONNEL

Joseph Metzler, Committee Chairperson

Per the UPSEU (United Public Service Employees Union) Collective Bargaining Agreement, the postings for the open position, Librarian / Adult Services has been posted internally until Friday, March 17, 2023.

- **Vote #2023-V011: Memorialize the retirement of Dolores “Dee” Molinaro, effective May 1, 2023.**

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	X	X	X	X
Nay									
Abstain									
Absent									

Dolores “Dee” Molinaro’s position is Library Associate, in the Circulation Department.

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COMMUNICATIONS

Monica A. Smith, Director

A thank you letter from the Christian Health Foundation, in Wyckoff, NJ. was received and shared with the Library Board, for the Louis Bay 2nd Library's donation of approximately 6 boxes of Audiobooks on CD, dropped off by Library Director Monica A. Smith and Library Head of Technical Services Amy Fletcher.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

none

NOMINATING

Mayor Lane, Committee Chairperson

none

NEGOTIATIONS

Katie Haake, Committee Chairperson

A negotiation meeting is scheduled with UPSEU (United Public Service Employees Union) for Wednesday, March 15, 2023, at 11:00 am at the Louis Bay 2nd Library.

MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

On Tuesday, March 7, 2023, Director Monica A. Smith attended BCCLS Connect Onboarding – BCCLS intranet replacement. It is a Webinar, with information for BCCLS staff, including Policies and Procedures Manuals, Directories, Training Videos, Committee Postings, and a Google partner information system known as Happeo.

OLD BUSINESS

none

NEW BUSINESS

Floyd "Uncle Floyd" Vivino, a popular, local entertainer, will be performing Music and Comedy at the Library on Saturday, March 11, 2023. Registration by Friday, March 10 is required to attend. Over 100 people are expected to attend.

FRIENDS OF THE LIBRARY

The Friends of The Library will have their next meeting on Tuesday, March 14, 2023.

PUBLIC BE HEARD: none

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Library Board Member Cheryl Pasquale expressed a heartfelt thank you to Hawthorne Mayor John Lane for his overwhelming assistance, partnering with neighboring towns, to gather donations resulting in truckloads of coats, blankets, shoes, heaters, hygiene and first aid items, etc., for the people of Turkey affected by the recent devastating earthquake. Cheryl is from Turkey and she has family members that live there.

MOTION TO ADJOURN: 5:09 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 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									

Next Regular Meeting – Wednesday 12-Apr-23 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2023-V009: Approving the Minutes for 08-Feb-2023– Regular Public Meeting. 2
- Vote #2023-V010: Approving the Bill List for 09-Feb-2023 through 08-Mar-2023 , inclusive. 2
- Vote #2023-V011: Memorialize the retirement of Dolores “Dee” Molinaro, effective May 1, 2023. 3