

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

Minutes – June 14, 2023 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:36 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		
Dr. Richard A. Spirito, Jr. Superintendent of Schools	N/A	X		
Dr. Richard A. Spirito President	12/2025		X	4:45 pm
Evan Toth	12/2027		X	
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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Prior to the start of the Library Board Meeting, Wednesday, June 14, 2023, Library Director Monica A. Smith announced that Library Board Member Joseph Metzler requested that the Board view the recent CBS News piece on Lance Cpl. William ‘Billy’ Dutches, the first serviceman from Hawthorne to be killed in action in Vietnam. The video, now on YouTube is titled: *Display Inside Library in Hawthorne, N.J., Honors Soldier Killed in Vietnam*. Also present to watch the tribute was Leo Fiorilla, who was instrumental in getting the park bench on the Library property bearing the name of Veteran William ‘Billy’ Dutches.

- **Vote #2023-V017: Approving the Minutes for 10-May-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			
Nay									
Abstain							X		
Absent			X					X	X

PUBLIC BE HEARD – AGENDA ITEMS ONLY: Leo Fiorilla was asked if he had anything else to share. He did not.

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V018: Approving the Bill List for 11-May-2023 through 14-Jun-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		
Nay									
Abstain									
Absent			X					X	X

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The Library Lighting project with Post & Kelly Electric Co., (Phase1) is complete, with the exception of a tripping breaker, which is scheduled to be remedied on Friday, June 16. Any other noted lighting issues assigned for repair or replacement in other parts of the building, such as the Children’s room, are not associated with this Library Lighting Project, and will be handled by the Borough DPW.

Separate report.

- **Resolution #2023-R002: Approve \$1282.00 from Philanthropic for lights in the Quiet Study Room. (see attached Resolution)**

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	X		X
Nay									
Abstain									
Absent			X					X	

A previous price quote by a vendor to replace 8 each 2x2 ceiling lights in the Library main floor Quiet Study Reading Room, was determined to be costly. A second option by another vendor provided a significantly better price for the same work and fixtures at \$1,282.00, and this was approved.

TECHNOLOGY

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

No Report

POLICY

Darryl Siss, Committee Chairperson

Meeting Room Policy – First Reading

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- Vote #2023-V019: Amended First Reading of Policy**

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 DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion		2 nd				1 st			
Aye	X	X		X	X	X	X		X
Nay									
Abstain									
Absent			X					X	

During discussion of Policy updates and the use of Library Meeting Rooms (*Room C is now available*) there were suggestions about security deposits, and basic rules associated with the use of these assigned areas. Director Monica A. Smith stated that she would review the current Meeting Room applications, prior to the Wednesday, July 12 Board Meeting, to determine if they include contingency plans that address these important concerns for future groups using the Meeting Rooms. A Second Reading will be presented.

PERSONNEL

Diana Connolly, Committee Chairperson

- Vote #2023-V020: Approving the hiring of Andrew Kaider, Librarian – Adult Services 18 hour/pp \$20.17/hour, effective 31-May-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 DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion					1 st	2 nd			
Aye	X	X		X	X	X	X		X
Nay									
Abstain									
Absent			X					X	

Director Monica A. Smith confirmed that the new hire’s pay was the current hourly rate for a Part Time Librarian.

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- **Vote #2023-V021: Approving the hiring of Ellen Connuck, Librarian – Children’s Services, 70 hour/pp \$46,818/year, effective 19-June-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 DiGeromo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion						1 st	2 nd		
Aye	X	X		X	X	X	X		X
Nay									
Abstain									
Absent			X					X	

Board Member Joseph Metzler stated that all Library staff assigned to the Children’s Department, in every capacity, must have and pass a background check, no exceptions. All agreed. Director Monica A. Smith will secure that the release forms are completed and submitted to Borough Hall for processing.

COMMUNICATIONS

Monica A. Smith, Director

Thank you notes were received from both Wendy Hollis (*Retired Head of Children’s Services: 39 years*) and Marilyn Rees (*Retired Head of Circulation: 29 years*) for the Retirement Dinner soiree. All agreed it was a wonderful gathering for Library staff and Board Members.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

Director Monica A. Smith worked at Hawthorne’s 125th Anniversary Celebration held on Saturday, June 10, 2023, and reported that there was a respectable turnout. Food and entertainment were well received. Monica enjoyed participating in the Borough event, and serving on the Committee.

NOMINATING

Mayor Lane, Committee Chairperson

No report

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

The first UPSEU (*United Public Service Employees Union*) negotiations meeting was on Monday, May 15, 2023, at 10:00 am. Director Monica A. Smith stated that there was definite positive progress and Eric Maurer, Hawthorne Borough Administrator, is doing follow up work with number crunching. A second UPSEU meeting has not been scheduled.

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MEETING ROOM APPLICATIONS

none

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith attended the 2023 NJLA (*New Jersey Library Association*) Annual Conference on Friday, June 2, 2023. Monica presented a session entitled, “*Sh!t They Don’t Teach You in Library School*”. Even though it was the last time slot of the day, attendance was very respectable at 40+ people, and the talk was well received.

The Ramapo Catskill Library System (RCLS) serving Public Libraries in Orange, Rockland, Sullivan, and Southern Ulster Counties, New York, have invited Bergen County Cooperative Library System (BCCLS) member Library staff to attend their online event, *Peer Review: Programming and Display Policies Workshop* on Thursday, July 27, 2023 at 10:00 am. Monica noted this as a “nice bit of interstate professional collaboration”. Monica is currently serving on the BCCLS Executive Board, member at large.

NEW BUSINESS

none

FRIENDS OF THE LIBRARY

The Friends of the Library met on Tuesday, June 13, 2023. They have acquired some new members. The Friend’s meetings are suspended for the summer months of July and August, and will resume in September, when they will have officer nominations.

PUBLIC BE HEARD: none

MOTION TO ADJOURN: 5:21 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	X		X
Nay									
Abstain									
Absent			X					X	

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

Summary of Resolutions and Votes

- Vote #2023-V017: Approving the Minutes for 10-May-2023– Regular Public Meeting. 2
- Vote #2023-V018: Approving the Bill List for 11-May-2023 through 14-Jun-2023 , inclusive. 2
- Resolution #2023-R002: Approve \$1282 from Philanthropic for lights in the Quiet Study Room. (see attached Resolution) 3
- Vote #2023-V019: Amended First Reading of the Policy. 4
- Vote #2023-V020: Approving the hiring of Andrew Kaider, Librarian – Adult Services, 18 hour/pp \$20.17/hour, effective 31-May-2023. 4
- Vote #2023-V021: Approving the hiring of Ellen Connuck, Librarian – Children’s Services, 70 hour/pp \$46,818/year, effective 19-June-2023. 5