

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

Minutes – August 16, 2023 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:31 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		
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-V025: Approving the Minutes for 12-Jul-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
Nay									
Abstain							X	X	
Absent				X	X	X			

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V026: Approving the Bill List for 13-Jul-2023 through 16-Aug-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		2 nd					1 st		
Aye	X	X	X				X	X	X
Nay									
Abstain									
Absent				X	X	X			

A separate Bill List was issued from the Library's *Philanthropic II* Account summarizing 2 recent payables to vendor A-Van Electrical Supply - ck: 119 for \$632.00 (parts) and vendor Feuersenger Electric - ck: 120 for \$650.00 (installation) for a total of \$1282.00. This was previously approved by Resolution 2023-R002, to install enhanced lighting for the Quiet Study / Large Print Reading Room.

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- **Vote #2023-V027: Approving the Transfer of \$3300 from Library Budget Expense 11A (AudioVisual Adult DVD) to Library Budget Expense 10ANF (Books Adult Non Fiction) for the remainder of this year.**

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		1st						
Aye	X	X	X				X	X	X
Nay									
Abstain									
Absent				X	X	X			

Director Monica A. Smith stated that this transfer does not affect the overall budget, it is only a transfer within the budget.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Ceiling lights are still out in the Children’s wing. Mayor John Lane offered to contact an Electrician. A movie screen was installed in Meeting Room A. An interior wall in the Library loft area (Jefferson Pl. side) has cracks possibly from water damage, exterior gutter issues, tree debris, etc. Borough Construction Official Mr. Ferraioli, suggested breaking through the wall to determine needed repairs. *Ned Stevens Gutter Service* was suggested as an option to clean the gutters. Also discussed was an interior Exit Sign, to be certain it is properly located in case of an emergency.

TECHNOLOGY

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

The Library’s Long-Distance phone system was remotely hacked, incurring charges over \$800.00 in fraudulent outbound international calls to various countries, predominantly off-hours. Fortunately, this was realized and expertly remedied. IDT America restored our service, and adjusted the current billing, knowing that specific safeguards have been put in place.

POLICY

Darryl Siss, Committee Chairperson

No Report

PERSONNEL

Diana Connolly, Committee Chairperson

No Report

COMMUNICATIONS

Monica A. Smith, Director

No Report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No Report

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NOMINATING

Mayor Lane, Committee Chairperson

No Report

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

A Negotiations Meeting will be scheduled. Director Monica A. Smith will email the Committee members to choose which date is the best for all members: Monday, August 21, 2023 at 10:00 am, or Wednesday, August 23, 2023 at 9:00 am.

MEETING ROOM APPLICATIONS

No Report

PROFESSIONAL DEVELOPMENT

On August 14, 2023 - an email from the Borough for MANDATORY on-line training was forwarded to the Library Board Members. Director Monica A. Smith stated that this will more than cover the Continuing Education requirement for the State Report. Noting that September’s registration is closed, Monica will attend a course in October. On August 15, 2023, a second email was sent to Library Board Members with information on additional classes. Board Members will receive a Certificate upon completing the course, which must be forwarded to Monica to retain for documentation.

NEW BUSINESS

No Report

OLD BUSINESS

No Report

FRIENDS OF THE LIBRARY

No Report.

PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:03 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
Nay									
Abstain									
Absent				X	X	X			

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

Next Regular Meeting – Wednesday 13-Sep-23 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2023-V025: Approving the Minutes for 12-Jul-2023– Regular Public Meeting. 2
- Vote #2023-V026: Approving the Bill List for 13-Jul-2023 through 16-Aug-2023 , inclusive. 2
- Vote #2023-V027: Approving the Transfer of \$3300 from Library Budget Expense 11A (*AudioVisual Adult DVD*) to Library Budget Expense 10ANF (*Books Adult Non-Fiction*) for the remainder of the year. 2