

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

Minutes – September 13, 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	
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-V028: Approving the Minutes for 16-Aug-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 DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			2 nd					1 st	
Aye	X		X					X	X
Nay									
Abstain				X	X		X		
Absent		X				X			

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V029: Approving the Bill List for 17-Aug-2023 through 13-Sep-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 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			

Present at this Library Board Meeting was Mr. Stephen Latham from the Accounting Firm of *Suplee, Clooney & Company*. Mr. Latham stated in his report, that the Library Audit, conducted in June 2023, for the year ended December 31, 2022, received an Unmodified Opinion, defined as having no issues, no comments, no findings, and confirming to the Board that, “...financially wise, we’re in great position...”

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The Library Lighting Project is complete, which includes a flat section in the loft area above a half wall, lenses near the public restrooms, and relocation of an interior lighted exit sign, requested per the Borough Building Inspector. An electrician from Feuersenger Electric, Inc., installed an additional lighted exit sign, for enhanced clarity, by the main door facing Lafayette Avenue.

An interior Library wall on the south side of the building is cracked, possibly from water accumulation. The source (interior/exterior) and the extent of the damage, needs to be fully determined. Plans to repair and restore that area are pending.

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TECHNOLOGY

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

BCCLS (*Bergen County Cooperative Library System*) conducted a two-day scheduled upgrade of Library computers, replacing a number of their CPUs (*Central Processing Units*). Currently there are 14 workstations for public use, with 6 of them located in the YA Lab, primarily used when computer classes are offered at the Library.

POLICY

Darryl Siss, Committee Chairperson

No report

PERSONNEL

Diana Connolly, Committee Chairperson

- **Vote #2023-V030: Approving the hiring of Tara Spoelstra, Library Monitor, 30 hours/pp, \$15.00/hour (school year schedule, roughly 21 pay period instead of 26)**

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			

The hours during the school year for the Library Monitor will be Monday - Thursday from 3 - 6 pm and Friday from 3 - 5:30 pm (*Library closes at 5:30 pm on Friday*). Hours can be adjusted if school has an early dismissal.

COMMUNICATIONS

Monica A. Smith, Director

No report

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

NOMINATING

Mayor Lane, Committee Chairperson

No report

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

UPSEU (*United Public Service Employees Union*) meeting was held on Wednesday, August 23, 2023. Contract changes approved by UPSEU were reviewed. The Library Board is waiting on the signed copy of the Collective Negotiations Agreement by and between Louis Bay 2nd Library and the United Public Service Employees Union. The plan is to sign and vote on it at the Wednesday, October 11, 2023 Library Board Meeting.

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MEETING ROOM APPLICATIONS

No Report

PROFESSIONAL DEVELOPMENT

On Monday, August 14, 2023, Library Director Monica A. Smith forwarded an email from the Borough of Hawthorne, regarding MANDATORY training that includes Library Board Members. Monica noted that this will more than cover the Continuing Education requirement for the State Report, and she thanked the Board Members for signing up to participate in the online classes. Monica will be attending the training in October. On Tuesday, August 14, 2023, Monica forwarded an updated email regarding the above mandatory training, with information on additional classes offered.

OLD BUSINESS

No Report

NEW BUSINESS

Library Board Member Joseph Metzler mentioned that he spoke with an Eagle Scout inquiring about any projects needed at the Library, perhaps interior painting, updating window treatments or something outdoors. A few other creative ideas were collectively discussed by the Board Members. Mr. Metzler will follow up with the Eagle Scout.

FRIENDS OF THE LIBRARY

The Friends of the Library had their first meeting after the summer, on Tuesday, September 12, 2023. Library Board Member and longtime Friends' Member Diana Connolly, reported that there are a lot of new members. The Friends are currently reviewing their by-laws, and anticipating new projects and events, such as an indoor Rummage Sale in November and a Holiday Craft Show.

PUBLIC BE HEARD: None

MOTION TO GO INTO PRIVATE SESSION:

5:11 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 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			

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PRIVATE SESSION

MOTION TO EXIT FROM PRIVATE SESSION:

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 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			

MOTION TO ADJOURN:

5:22 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 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			

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

Summary of Resolutions and Votes

- Vote #2023-V028: Approving the Minutes for 16-Aug-2023– Regular Public Meeting. 2
- Vote #2023-V029: Approving the Bill List for 17-Aug-2023 through 13-Sep-2023 , inclusive. 2
- Vote #2023-V030: Approving the hiring of Tara Spoelstra, Library Monitor, 30 hours/pp, \$15.00/hour (school year schedule, roughly 21 pay period instead of 26) 3