

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

Minutes – October 11, 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		

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2023-V032: Approving the Minutes for 13-Sep-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			X	X
Nay									
Abstain						X			
Absent		X					X		

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V033: Approving the Bill List for 14-Sep-2023 through 11-Oct-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		X	X
Nay									
Abstain									
Absent		X					X		

Director Monica A. Smith, explained that vendor *OverDrive, Inc.*, included in the monthly Bill List, is for Library purchases of digital reading content. This consists of eAudiobooks (*listened to electronically on a device*) and eBooks (*viewed electronically on a device*). The Library has used *OverDrive, Inc.*, for these materials, since 2022.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2023-V034: Approve the following transfer of funds within the 2023 Budget:**

From	To	Amount
10R – Reference	10ANF – Adult Non-fiction	\$500.00
10ESL – ESL	10ANF – Adult Non-fiction	\$300.00
	Total	\$800.00

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
Nay									
Abstain									
Absent		X					X		

Director Monica A. Smith explained that this transfer is not a request for additional funds; it is moving money from one source to another. 10R (*Reference Material*) purchasing has become minimal, as more information is obtained online. 10ESL (*English as a Second Language*) purchasing currently consists of 1 vendor for an annual ESL newspaper subscription. The transfer of \$800.00 to 10ANF (*Adult Non-fiction*) is primarily due to an increase in book prices, and many non-fiction titles are trending on the best seller lists.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The Library's new stamped concrete walkway connecting the side entrance sidewalk to the front entrance is complete, and was accomplished through the NPP (*Neighborhood Preservation Program*). Three outdoor table and chair sets were placed at the front entrance, and several bicycle rack units are pending placement on Library grounds, also through the NPP.

Exterior soffits and gutters have been problematic, along with recent roof leaks, possibly the cause of damage to an interior wall. Roof repair/replacement and installing gutter guards are potential solutions being reviewed for the next step. Library Board member Joseph Metzler mentioned that there is an Eagle Scout improvement project in the works, namely plans to paint Library Meeting Room C, and several rolling book carts. A few other ideas were suggested for enhancing the Library.

TECHNOLOGY

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

Director Monica A. Smith reported that the Library is still waiting on the Hawthorne Board of Ed IT to reinstall some Office Software on the replaced BCCLS (*Bergen County Cooperative Library System*) computers. There are some licensing issues that need to be resolved for individual machines, not the server.

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POLICY

Darryl Siss, Committee Chairperson

Holidays need to be decided upon by December 1, 2023; however, both unions need to agree on the new structure before it can be implemented. IUJAT (*The International Union of journeymen and Allied Trades*) states that their union agrees to Article XII – Holidays verbiage regarding holiday closings.

- **Vote #2023-V35: Set the 2024 Holiday Schedule**

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		

2024 Holiday Closures will now be aligned with the Borough of Hawthorne. The schedule was reviewed for accuracy, noted and approved by all.

- **Vote #2023-V36: Approve a 2:00 pm closure on Friday, December 15, 2023, for Staff Development**

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		

A presentation will be given by one of the Library staff, on various Google analytics, that are composed and posted for the Library, and connected with social media.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

PERSONNEL

Diana Connolly, Committee Chairperson

- **Vote #2023-V37: Memorialize the Resignation of Gina Gerard, Head of Adult Services, effective 24-Nov-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
Nay									
Abstain									
Absent		X					X		

The Library Board Members approved the resignation of Gina Gerard, Head of Adult Services, “with regret”. Gina has been employed at the Library since 2016.

COMMUNICATIONS

Monica A. Smith, Director

A letter was received from a patron, Lynn Wilson, 438 Goffle Road, Hawthorne. She stated her position on being charged the replacement cost for a damaged book, (*moisture damaged / coffee stained*) which was ‘brand new’ at the time that she borrowed it. Ultimately, she did pay for the book.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report

NOMINATING

Mayor Lane, Committee Chairperson

It was noted that Diana Connolly’s term as a Library Board Member, expires on December 31, 2023. Diana has been serving on the Library Board, since she was appointed 5 years ago.

Louis Bay 2nd Public Library

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NEGOTIATIONS

Joseph Metzler, Committee Chairperson

- **Vote #2023-V038: Approving Collective Negotiations Agreement by and between Louis Bay 2nd Library and the United Public Service Employees Union, January 1, 2023 through December 31, 2026.**

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
Nay									
Abstain									
Absent		X					X		

IUJAT (*The International Union of Journeymen and Allied Trades*) proposals have been sent for the renegotiation of their contract. No first meeting date has been set. The Negotiations Committee should meet first to review the proposals and discuss our own.

MEETING ROOM APPLICATIONS

No report

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith stated that would like to attend the *2023 EXPERIENCED LIBRARY DIRECTORS' SUMMIT In-Person* event on Wednesday, November 15, 2023, 9:00 am - 4:00 pm, at the Hunterdon County Library in Flemington, NJ. Registration is \$32.83. Monica also received responses that a number of Library Board Members finished their 90 minutes training sessions and had received their certificates. This counts toward fulfilling the Library's State requirements.

OLD BUSINESS

No Report

NEW BUSINESS

No Report

FRIENDS OF THE LIBRARY

Friends of the Library Member Diana Connolly reported that the Friends will have their *Indoor Rummage Sale* at the Library on Saturday, November 4, 2023. They will be at the *Hawthorne Farmers Market* on Sunday, October 29, 2023, with books to sell. There will be a *Christmas Holiday Concert (Handbells)* event in December 2023. Plans for 2024 include *A Night of Chocolate* in May, and possibly an *'Open House'* with food and fun activities to increase membership. Director Monica A. Smith said that *Hawthorne Day* on September 30, 2023 was a success for the Library. For the first time, individuals were able to sign up (*on site*) for Library Cards, plus it was the final day of a *National Library Card Month* campaign.

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PUBLIC BE HEARD: None

MOTION TO ADJOURN:

5:17 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			2 nd		1 st				
Aye	X		X	X	X	X		X	X
Nay									
Abstain									
Absent		X					X		

Next Regular Meeting – Wednesday 8-Nov-23 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2023-V032: Approving the Minutes for 13-Sep-2023– Regular Public Meeting. 2
- Vote #2023-V033: Approving the Bill List for 14-Sep-2023 through 11-Oct-2023 , inclusive. 2
- Vote #2023-V034: Approve the following transfer of funds within the 2023 Budget: 3
- Vote #2023-V035: Set the 2024 Holiday Schedule. 4
- Vote #2023-V036: Approve a 2:00pm closure on Friday, December 15, 2023, for Staff Development. 4
- Vote #2023-V037: Memorialize the Resignation of Gina Gerard, Head of Adult Services, effective 24-Nov-2023. 5
- Vote #2023-V038: Approving Collective Negotiations Agreement by and between Louis Bay 2nd Library and the United Public Service Employees Union, January 1, 2023 through December 31, 2026. 6