

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

Minutes – November 8, 2023 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:32 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-V038: Approving the Minutes for 11-Oct-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 | | | 2 nd | | 1 st | | | | |
| Aye | | | X | X | X | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | X | | | | | X | | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2023-V039: Approving the Bill List for 12-Oct-2023 through 08-Nov-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 | | | | | | 1 st | | 2 nd | |
| Aye | | | X | X | X | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | X | | | | | X | | |

Two items were noted on the *Operating Expenses* Bill List. Check 9803 for \$344.83, payable to Director Monica A. Smith, to reimburse for Library Association Membership renewals, and her attendance at a Professional Development Seminar. Check 9808 for \$17.00, payable to Wyckoff Public Library is to replace their book lost by a Louis Bay 2nd Library patron.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Three new bicycle racks (1 placed near each entrance) were provided through the NPP (*Neighborhood Preservation Program*).

Mayor John Lane stated that the Borough will be reviewing three estimates from roofing companies for a portion of the Library roof in need of repair.

The Children's room entrance / exit (*Zone 23*) has a faulty contact sensor, which has been causing problems with setting the alarm for exit. The zone needs to be bypassed on the keypad, or else an alarm could activate. A technician from CTCL (Commercial Technology Contractors Inc.) was here to troubleshoot, and parts are on order to be installed.

TECHNOLOGY

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

Director Monica A. Smith is working with the Board of Education IT to reinstall our Office software on the replaced computers from BCCLS (*Bergen County Cooperative Library System*). The computers are in Reference, Tech Services, Circulation, Children's, and some public PCs (6 in the Young Adult computer lab, 8 on the main floor). Minor issues related to the new server need to be addressed, and some software licensing is taking additional time to get. The BOE IT is also putting together a new contract for the Library for 2024.

POLICY

Darryl Siss, Committee Chairperson

- **Vote #2023-V040: Set the 2024 Board Meeting Schedule (see attached).**

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 | | |

The 2024 Board Meeting Schedule (*the second Wednesday of each month*) was reviewed for accuracy and approved.

The Board discussed and decided on procedures to follow when the alarm system is activated *outside of set hours of operation*. All agreed that any calls from Central Office Processing Services (*COPS*) reporting alarm activity, should go directly to the Borough Police Department, and staff should not be present at the Library in these situations. In hopes of reducing the number of off-hour incidents, Director Monica A. Smith requested that any BCCLS (*Bergen County Cooperative Library System*) overnight delivery drivers who might need additional training with the alarm system, could meet with her during library hours.

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PERSONNEL

Diana Connolly, Committee Chairperson

No report.

COMMUNICATIONS

Monica A. Smith, Director

No report.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report.

NOMINATING

Mayor Lane, Committee Chairperson

Library Board President Dr. Richard A. Spirito, mentioned to the Nominating Committee Chairperson Mayor John Lane, that December is when the Committee nominates the Library Board Officers for the next year (2024). Director Monica A. Smith pointed out that one Library Board Member, (*Treasurer / Secretary*) Diana Connolly, has a term ending on December 31, 2023

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

IUJAT (*International Union of Journeymen and Allied Trades*) sent their proposals for the renegotiation of their contract. Committee Chairperson Joseph Metzler stated that they met with the Supervisor's Union on Wednesday, November 6, 2023 and have another meeting on Monday, December 4, 2023.

MEETING ROOM APPLICATIONS

No report.

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith is registered for the *2023 EXPERIENCED LIBRARY DIRECTORS' SUMMIT* seminar, at the Hunterdon County Library in Flemington, NJ, from 9:00 am - 4:00 pm on Wednesday, November 15, 2023

OLD BUSINESS

Library Board Member Joseph Metzler proposed that the Library purchase a battery powered leaf blower, since a continuous flow of debris and leaves land in the Lobby area especially when it is windy.

NEW BUSINESS

No report.

FRIENDS OF THE LIBRARY

The Friends of the Library had their Indoor Rummage Sale on Saturday, November 4, 2023.

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PUBLIC BE HEARD:

At the Wednesday, October 11, 2023 Library Board Meeting, the Board approved the resignation of Gina Gerard, Head of Adult Services, “with regret”. At this November meeting, Gina Gerard was present to bid farewell and inform the Board that the in the works archiving project, to scan and digitize publications, such as *The Hawthorne Press*, Library history, photos, memorabilia, will be continued by several fully trained staff. The goal is to eventually create a unique display of the history of the Louis Bay 2nd Library. Gina expressed that it was an honor to have been a part of this Library and serve the community since 2016. The Library Board Members expressed their genuine thanks and appreciation, and wished Gina Gerard the best in her retirement in Arizona.

PRIVATE SESSION: None

MOTION TO ADJOURN:

5:08 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 | | |

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

Summary of Resolutions and Votes

- Vote #2023-V038: Approving the Minutes for 11-Oct-2023– Regular Public Meeting. 2
- Vote #2023-V039: Approving the Bill List for 12-Oct-2023 through 08-Nov-2023 , inclusive. 2
- Vote #2023-V040: Set the 2024 Board Meeting Schedule (see attached). 3