

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

Minutes – January 10, 2024 –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, 2024.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Diana Connolly Treasurer / Secretary	12/2028	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

- **Resolution #2024-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor.**

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	X	X	X
Nay									
Abstain									
Absent									

The Louis Bay 2nd Public Library adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Library Director.

The Record, The Herald News were designated the official newspapers of the Louis Bay 2nd Public Library, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 1, 2024 through December 31, 2024.

The Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2024 through December 31, 2024.

- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Wells Fargo, Hawthorne, NJ

The firm of Supplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 1, 2024 through December 31, 2024 at an annual fee of \$2600.00 per their proposal.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2024-V001: Approving the Minutes for 13-Dec-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	X	X	X
Nay									
Abstain									
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2024-V002: Approving the Bill List for 14-Dec-2023 through 10-Jan-2024 , 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	X	X
Nay									
Abstain									
Absent									

Director Monica A. Smith noted that there are two Bill Lists for Approval in this date range of December 14, 2023 through January 10, 2024. 2023 Bill List for payables are printed on blue paper, and the 2024 Bill List for payables are printed on green paper.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Resolution #2024-R02: Approve \$5148.00 from Capital Reserve to Operating Expenses for the ProCopy Lease**

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	X	X	X
Nay									
Abstain									
Absent									

This transfer of funds is for the monthly lease payments to vendor ProCopy, Inc., for copier CS4053ci located on the main floor. Director Monica A. Smith stated that the contract covers replacement toner cartridges and some tech service, but if black/white or color copies exceed a pre-set allotment per year, there is additional billing from ProCopy. Library fees for public use are \$.10 per B/W 1-sided copy, \$.25 per 1-sided color copy, \$.20 per 1-sided scan. This copier is also programmed to support EnvisionWare Mobile Printing.

- **Vote #2024-V003: Approve the 2024 Budget**

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	X	X	X
Nay									
Abstain									
Absent									

The 2024 Louis Bay 2nd Library Budget was sent to the Library Board Members for review. Director Monica A. Smith noted some 2024 budget percentage increases in operating expenses, salaries and wages, and certain budget line items adjusted for each Department’s purchasing trends. The Board agreed to the 2024 Budget as presented.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

More ceiling leaks discovered, mainly in the loft area, following heavy rainstorms. Director Monica A. Smith also had water leaking from the ceiling in her office, affecting some items on her desk. The Borough of Hawthorne has chosen a new roofing company to oversee repairs and some needed roof replacement.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Advancements toward securing the Microsoft licenses, as information regarding the licenses is gathered and some important updates have been accomplished

POLICY

Darryl Siss, Committee Chairperson

Board President Dr. Richard A. Spirito signed the 2024 BCCLS (*Bergen County Cooperative Library System*) Certification of Agreement, which assures BCCLS that the Louis Bay 2nd Library is compliant with the rules and regulations of BCCLS.

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2024-V004: Memorialize the resignation of Andrew Kaider, Librarian, effective 31-Jan-2024**

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	X	X
Nay									
Abstain									
Absent									

COMMUNICATIONS: None

Monica A. Smith, Director

COMMUNITY PUBLIC RELATIONS: None

Evan Toth, Committee Chairperson

NOMINATING: None

Mayor Lane, Committee Chairperson

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

NEGOTIATIONS

Katie Haake, Committee Chairperson

- **Vote #2024-V005: Approve the Collective Bargaining Agreement by and Between the Louis Bay 2nd Library and The United Service Workers Union – International Union of Journeymen and Allied Trades – Local 1N (USWU – IUJAT-Local 1N), Supervisor’s Unit, January 1, 2024 through December 31, 2027**

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	X	X
Nay									
Abstain									
Absent									

MEETING ROOM APPLICATIONS: None

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith notified the Board Members that she approved a request from Jennifer Cullen, the new Head of Adult Services, to attend the NJLA (*New Jersey Library Association*) Conference at the end of May 2024.

OLD BUSINESS: None

NEW BUSINESS

An updated Library Board Member contact list was emailed to all of the Board Members. The Board Member Committee assignments will remain the same as in 2023, and that list was updated to note this for 2024.

FRIENDS OF THE LIBRARY

The Friends of the Library meeting scheduled for Tuesday, January 9, 2024, was cancelled. The Friends have their Christmas Holiday Party scheduled for Wednesday, January 10, 2024.

PUBLIC BE HEARD: None

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

MOTION TO ADJOURN:

Time: 5:03 pm

Library Board Roll Call Vote

	<u>Diana Connelly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Maria 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 rd		1 st				
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday 14-Feb-24 at 4:30 P.M.

Summary of Resolutions and Votes

- Resolution #2024-R01: Adoption of the By-laws, Policies, and Procedures, designate official newspapers, designate official depositories, and appoint the auditor. 2
- Vote #2024-V001: Approving the Minutes for 13-Dec-2023– Regular Public Meeting. 2
- Vote #2024-V002: Approving the Bill List for 14-Dec-2023 through 10-Jan-2024 , inclusive. 3
- Resolution #2024-R02: Approve \$5148.00 from Capital Reserve to Operating Expenses for the ProCopy Lease 4
- Vote #2024-V003: Approve the 2024 Budget 4
- Vote #2024-V004: Memorialize the resignation of Andrew Kaider, Librarian, effective 31-Jan-2024 5
- Vote #2024-V005: Approve the Collective Bargaining Agreement by and Between the Louis Bay 2nd Library and The United Service Workers Union – International Union of Journeyemen and Allied Trades – Local 1N (USWU – IUJAT-Local 1N), Supervisor’s Unit, January 1, 2024 through December 31, 2027 6