

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

Minutes – February 14, 2024 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:34 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 | | 4:38 pm |
| 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 #2024-V006: Approving the Minutes for 10-Jan-2024– 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 | 1 st | | 2 nd | | | | | | |
| Aye | X | | X | X | | | X | | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | X | | | X | X | | X | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2024-V007: Approving the Bill List for 11-Jan-2024 through 14-Feb-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 DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|--------------------|---|------------------|--------------------|
| Motion | 1 st | | | 2 nd | | | | | |
| Aye | X | | X | X | | | X | | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | X | |
| Absent | | X | | | X | X | | | |

Library Director Monica A. Smith informed the Board about 2 items under review for possible purchase at a later date. The microfilm /microfiche reader is out of service and locating parts or a skilled service tech is difficult since it is an older model. Library staff are researching upgraded versions that are compatible with the original formats and capable of converting the information into digital files for storage and printing.

The other item being researched by staff is a freestanding water bottle filling station for public use that is low maintenance and sanitary when dispensing drinking water.

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Board of Trustees Regular Monthly Meeting

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Mayor John Lane and Director Monica A. Smith reported that the repairs to the damaged, leaking portions of the Library’s roof were completed, along with work on the soffits and gutters. A large area of damaged interior wall was also cleaned out, repaired and freshly painted.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Director Monica A. Smith was pleased to report that the Library PCs are finally updated.

POLICY

Darryl Siss, Committee Chairperson

No report

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2024-V008: Approve the Employment Contract for Monica A. Smith, as Library Director, and the Louis Bay 2nd Public Library, January 1, 2024 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 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 | | | |

COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

None

NOMINATING

Mayor Lane, Committee Chairperson

None

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

NEGOTIATIONS

Katie Haake, Committee Chairperson

The USWU (United Service Workers Union) / IUJAT (International Union of Journeymen and Allied Trades) sent a letter to Library Board President Dr. Richard A. Spirito requesting list of USWU/IUJAT members making at least \$70,000. A reply was sent to the USWU/IUJAT stating that there are no Louis Bay 2nd Library USWU/IUJAT members making \$70,000.

MEETING ROOM APPLICATIONS

Library Director Monica A. Smith spoke about an inquiry received from Hawthorne Borough Hall regarding an outside group possibly hosting a fundraiser at the Library. Monica wanted to make the Library Board aware of this idea, and some issues to consider such as room fees, if applicable, proof of insurance if required, and additional room clean up after an event if held on a Sunday or Holiday.

PROFESSIONAL DEVELOPMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The Friends of the Library meeting for Tuesday, February 13, 2024 was cancelled, and rescheduled for Tuesday, February 20, 2024. The Friends are hoping to have an Open House on a Saturday in April during National Library Week 2024.

PUBLIC BE HEARD:

Library Associate (*Children's Services*) Lee Ann Ryerson, Hawthorne, NJ, introduced herself prior to addressing the Library Board Members. On behalf of herself and her colleagues, Lee Ann expressed the importance of the timing of notifications to the Library staff for delayed openings or closures due to weather-related issues. It was agreed by all that for everyone's safety, decisions regarding whether or not the Library will be open, closed, or having a delayed opening, must be communicated by 7:00 am.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

MOTION TO GO INTO PRIVATE SESSION: 5:14 pm

For the Library Board of Trustees to discuss matters of personnel and the Library Director’s annual evaluation.

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 | | | |

MOTION TO EXIT FROM PRIVATE SESSION: 5:19 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

MOTION TO OPEN PUBLIC PORTION OF MEETING: 5:20 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 | | | | 2 nd | | | | 1 st | |
| Aye | X | | X | X | | | X | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | X | | | X | X | | | |

MOTION TO ADJOURN: 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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | X | | | X | X | | | |

Next Regular Meeting – Wednesday 13-Mar-24 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2024-V006: Approving the Minutes for 10-Jan-2024– Regular Public Meeting. 2
- Vote #2024-V007: Approving the Bill List for 11-Jan-2024 through 14-Feb-2024 , inclusive. 2
- Vote #2024-V008: Approve the Employment Contract for Monica A. Smith, Library Director, and the Louis Bay 2nd Public Library, January 1, 2024 through December 31, 2026. 3