

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

Minutes – March 13, 2024 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:31 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

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- **Vote #2024-V008: Approving the Minutes for 14-Feb-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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion			1 st					2 nd	
Aye		X	X	X				X	X
Nay									
Abstain					X	X	X		
Absent	X								

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2024-V009: Approving the Bill List for 15-Feb-2024 through 13-Mar-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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion		2 nd		1 st					
Aye		X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent	X								

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

A boiler located in the Library basement shut down due to a broken pump, that is costly to replace. The Board reviewed and compared quotes received for this work. Following discussion, the Board voted and approved the proposal submitted by vendor Bobby Van Plumbing & Heating Inc., and also approved that the funds would come from the Library’s Capital Reserve Bank Account with Resolution #2024-R003.

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- **Resolution #2024-R003: Approving \$2600.00 from Capital Reserve Account to Vendor Bobby Van Plumbing & Heating Inc., for the Library Boiler Pump Repair and Installation.**

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
Nay									
Abstain									
Absent	X								

Now therefore let it be resolved on the 13th of March, 2024, by the Library Board of Trustees of the Louis Bay 2nd Library, County of Passaic, State of New Jersey, that: \$2600.00 from Capital Reserve Account to Vendor Bobby Van Plumbing & Heating Inc., for the Library Boiler Pump Repair and Installation.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Information was sent to the Library Board’s Technology Committee, about a subscription service from vendor ViVi LLC. It was recommended by the Library’s IT team to restore the lobby television screen as a digital announcement board, that can be updated as needed by Library staff. The subscription service is \$179.00 per year and it consists of both hardware and software.

Also discussed regarding technology is approving the renewal for the Shared Services Agreement for Technology Support Services between the Louis Bay 2nd Library and the Hawthorne Board of Education. The Hawthorne Board of Education had previously approved this on February 24, 2024.

- **Vote #2024-V010: Approve the Renewal for the Shared Services Agreement for Technology Support Services between Louis Bay 2nd Library and the Hawthorne Board of Education.**

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							X		
Absent	X								

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POLICY

Darryl Siss, Committee Chairperson

Board President Dr. Richard A. Spirito, signed the Accuracy Certification for the New Jersey State Report. Director Monica A. Smith mentioned that she was very proud of the Library Board members, thanking everyone for doing their part to fulfill (*and surpass by 2.5 hours*) the required Continuing Education hours.

PERSONNEL

Joseph Metzler, Committee Chairperson

- **Vote #2024-V011: Memorialize the Contract between Gina Pontrelli, Business Manager and the Board of Trustees for the Louis Bay 2nd Library, effective 01-Jan-2024 through 31-Dec-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	X
Nay									
Abstain									
Absent	X								

COMMUNICATIONS

Monica A. Smith, Director

Director Monica A. Smith informed the Library Board that she received a notice to be present at a scheduled Hawthorne Court Date on Thursday, March 14, 2024. State v. Michael S. Brown, “Fun with Flags” (2018), an individual known for disrespecting the American Flag and for a disruptive incident that took place at the Louis Bay 2nd Library several years ago.

COMMUNITY PUBLIC RELATIONS: None

Evan Toth, Committee Chairperson

NOMINATING: None

Mayor Lane, Committee Chairperson

NEGOTIATIONS: No Report

Katie Haake, Committee Chairperson

MEETING ROOM APPLICATIONS: None

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith will participate in a State Aid Regulations webinar on Thursday, April 18, 2024, and an in-person Tech Summit for New Jersey Libraries on Thursday, May 9, 2024 through LibraryLinkNJ. Monica was also asked to join a panel of speakers at the NJLA (*New Jersey Library Association*) Leadership and Education Committee professional development event on Friday, May 3, 2024 at the Bernardsville Public Library in Bernardsville, NJ..

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OLD BUSINESS

The interior wall on the Jefferson Place side of the Library has been expertly repaired and the exterior of the Library on the same area had work completed on the insulation, soffits and gutters.

NEW BUSINESS

Library Board President Dr. Richard A. Spirito informed the members that he spoke with Library Director Monica A. Smith, and some of the staff about future situations involving, for instance, a weather-related delayed opening or closure. Communication by text, email or phone is important, but when a timely decision needs to be made in order to inform the staff, Director Monica A. Smith may do so, per Dr. Richard A. Spirito.

FRIENDS OF THE LIBRARY

The Friends of the Library have a list of events being planned for 2024. *Library Week* is Saturday, April 6 through Saturday, April 13, and the Friends provide lunch for the Library Staff on Wednesday, April 10. The Friends will stage a water station at the *5K Color Run Event* in the Park on Sunday, May 5, with a *Craft Fair* also scheduled on that day. Friday, May 17, is the *Night of Chocolate*. A *Vendor Fair* will be on Sunday, November 10, and a *Holiday Gift Fair* on Sunday, December 8.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: 5:14 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 DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion					1 st	2 nd			
Aye		X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent	X								

Next Regular Meeting – Wednesday 10-Apr-24 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2024-V008: Approving the Minutes for 14-Feb-2024– Regular Public Meeting. 2
- Vote #2024-V009: Approving the Bill List for 15-Feb-2024 through 13-Mar-2024 , inclusive. 2
- Resolution #2024-R003: Approving \$2600.00 from Capital Reserve Account to Vendor Bobby Van Plumbing & Heating Inc., for the Library Boiler Pump Repair and Installation. 3
- Vote #2024-V010: Approve the Renewal for the Shared Services Agreement for Technology Support Services between Louis Bay 2nd Library and the Hawthorne Board of Education. 3
- Vote #2024-V011: Memorialize the Contract between Gina Pontrelli, Business Manager and the Board of Trustees for the Louis Bay 2nd Library, effective 01-Jan-2024 through 31-Dec-2026 4