

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

2014 Minutes – January 8, 2014

1. President Linda Missonellie called the January 8, 2014 meeting to order at 5:01pm. The Sunshine notice was read

2. **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x	
E. Vicki Arians (12/2014)	x	
Richard Goldberg, Mayor (n/a)	x	Left at 6:15p
Joseph Metzler (12/2016)	x	
Linda Missonellie, President (12/2014)	x	
Dr. Jill Mortimer (n/a)	x (Arrived 5:05)	
Jean Mele (12/2017)	x	
Terry Segro (12/2017)	x	
Garry Sinning, Council Liaison (12/2012)	x	
Dr. Richard A. Spirito, Vice-President (12/2015)	x	
Kathie O'Dowd, Director (n/a)	x	

3. **Approval of Minutes**

a) The Dec. 11, 2013 minutes were approved 8-0 on a motion by Jean Mele, seconded by Richard Spirito.

4. **Communications**

b) Len LoPinto, BCCLS President and Director of the Paramus Public Library, has been appointed to mentor Monica Smith, who is a first time director in the BCCLS system.

5. **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 12/12 to 1/8) was approved on a 7-0 motion by Richard Goldberg, seconded by Joseph Metzler. Mayor Goldberg commended the library's close budget as a job well done. Linda Missionellie abstained on the vote for payment for the Hawthorne Press.

6. **Director's Report/Committee Reports:**

Buildings and Grounds

- a) Due to inclement weather the library closed early on Dec. 14, 2014, had a delayed opening on Dec. 17, 2014 and was closed on Jan. 3, 2014. This prompted discussion of how to make the decision if the library will be opened on a delay or closed. It was suggested that we monitor the borough hall and the school district.
- b) A recent fire inspection indicated items that needed to be addressed and a follow-up visit by the fire inspector is planned to ensure all issues have been rectified.

- c) Lighting Replacement and Boiler repair has been complete in the Clean Energy; application for the boiler permit has been filed.
- d) It was reported that the bulbs in outside lighting near the children's library need to be replaced.

Technology

- a) Staff members are continuing to work with Envisionware to enable print management software (LPT1). Security features provided via BCCLS has caused some minor complications with the LPT1 software but the vendor will correct the problem via a phone consult on 1/9
- b) Automated phone messages were changed successfully during the snow closing dates.
- c) We are still awaiting [price quotes from Andre Ospino (PCTI) for upgrading the cameras.

Policy

- a) Due to continuous malfunctions, the hand punch sign in system will be discontinued in favor of bi-weekly signed timesheets

Personnel

- a) Monica Smith will attend New Director workshops on 2/19 and 2/26
- b) Mauro Magarelli, Head of Reader Services will attend a Technology Speed Dating seminar through LibraryLinkNJ on 3/19

Circulation

- a) December circ. Numbers were 14,606. (Future circulation numbers will contain figures comparative to past circulation stats).

7. Negotiations

- a) Union contract has been received by borough officials and is currently under review. Stipulations include the removal of library department heads from the contract.

8. **Meeting Room Applications**

- a) The Compassionate Care Hospice Bereavement Support Group would like to conduct weekly meetings on Wednesday nights in Community Room C. No action was taken by the board since the proposed schedule was too frequent and would interfere with monthly board meetings. Also, proof of insurance would be required. No action was taken as additional information was requested.
- b) Paul Wider of Grace and Truth Counseling requests the use of the community center in order educate patrons on how to deal with depression and bipolar disorder. A session is scheduled for 1/21/2014.
- c) Sante Essence Wellness Yoga would like to renegotiate the room rental agreement from a reduced rate of \$50 for 2 hours to a lower rate for 1 hour. Sante Essence planned to offer weekly yoga class to patrons for a minimal. The board decided that it will not allow any rate lower than \$50 nor a time slot less than 2 hours.

9. Resolution 2014-01

by the Library Board of Trustees of the Louis Bay 2nd Library, County of Passaic, State of New Jersey, that:

- Purchase of an LCD Projector for use with library programs, training classes, and guest speaker visits.
- Purchase of a speaker system to work with the aforementioned LCD projector

- Video, stereo, data cabling and/or adapters and surge protector necessary to connect the devices to each other and to an external data source (like a laptop)

Total cost not to exceed \$2500.00

On a motion 9-0 by J. Metzler, seconded by Jean Mele.

10. Committee appointments for 2014

- a) A new listing of Board Committee members for 2014 was provided by the board president.
- **Building & Grounds** – J. Metzler (Chair), S. Abbood & R. Goldberg
 - **Community/ Public Relations** – T. Segro (Chair), R. Goldberg & J. Mortimer
 - **Finance/Budget** – J. Mele (Chair), R. Spirito & R. Goldberg
 - **Negotiations** – R. Spirito (Chair), J. Mele, J. Metzler & S. Abbood (Alternate)
 - **Nominating** – S. Abbood (Chair), V. Arians & T. Segro
 - **Personnel** – R. Spirito (Chair), J. Mele, J. Metzler & Abbood (Alternate)
 - **Policy/Bylaws** – V. Arians (Chair), J. Mele & T. Segro
 - **Technology** – J. Mortimer (Chair), R. Spirito & V. Arians
 - **Strategic Planning** – J. Mele, J. Metzler, L. Missonellie, A. Fletcher, M. Glattly & M. Smith

11. Negotiations

- a) Union contract has been received by borough officials and is currently under review. Stipulations include the removal of library department heads from contract.

12. Old Business

- a) For the 2014 holiday season, the Chamber of Commerce and Borough Hall decided on separating the Tree Lighting ceremony and the Santa Parade, with the lighting ceremony occurring on a Friday night while the Santa parade occurring on a Saturday morning. (On the first Saturday of December)

13. New Business – N/A

14. Public Comment – N/A

15. Private Session –

- a) The meeting was adjourned to private session at 6:18 pm to discuss matters of personnel on a motion by S. Abbood, seconded by J. Metzler on a vote of 8-0.
- b) The board reconvened in public at 6:30 on on a motion by S. Abbood, seconded by J. Metzler, and passed 8-0.