

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

Minutes – January 13, 2016 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:05pm

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 Hawthorne Press, Herald News, Record, and the Gazette, 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, 2016.

FLAG SALUTE: 5:06pm

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Sharon Abbood	03/2017	✓		
E. Vicki Arians	12/2019	✓		5:20pm
Richard Goldberg, Mayor	N/A	✓		
Jean Mele	12/2017	✓		
Joseph Metzler	12/2016	✓		
Linda Missonellie, Vice President	12/2018	✓		
Terry Segro	12/2017	✓		
Gary Sinning, Mayor's Alternate	12/2017	✓		
Richard A. Spirito, Jr. Supt. of Schools	N/A	✓		
Dr. Richard A. Spirito, President	12/2015	✓		
Monica Smith, Director	N/A	✓		

Also Present: Mauro Magarelli, Recording Secretary ✓

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APPROVAL OF THE MINUTES FOR: December 09, 2015 – Regular Public Meeting

- **Vote #2016-V001: The minutes for December 9, 2015 – Regular Public Meeting were approved on an 8-0 motion by Mayor Goldberg, seconded by Jean Mele.**

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion			1	2					
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

- **Resolution #2016-R001: The Adoption of the following four By-Laws, Policies, and Procedures were approved on 8-0 motion by Richard Spirito, seconded by Mayor Goldberg. Linda Missonellie abstained on item 2 (Designation of Official Newspapers)**

1. ADOPTION OF BY-LAWS AND POLICY MANUAL:

BE IT RESOLVED: That 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.

2. DESIGNATION OF OFFICIAL NEWSPAPERS:

BE IT RESOLVED: That The Record and the Hawthorne Press be 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 6, 2016 through January 5, 2017.

3. BANK DEPOSITORIES:

BE IT RESOLVED: That the Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 14, 2015 through January 5, 2016.

- Atlantic Stewardship, Hawthorne, NJ
- Bank of America, Hawthorne, NJ
- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- Hudson United Bank, Franklin Lakes and Mendham, NJ
- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Valley National Bank, Fair-Lawn, NJ
- Wells Fargo, Hawthorne, NJ

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4. AWARD OF CONTRACT FOR AUDITOR SERVICES:

BE IT RESOLVED: That the firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 6, 2016 through June 30, 2016 at an annual fee of \$2,250.00 per their proposal which includes the services as follows:

Library Board Roll Call Vote for Items 1 through 4:

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion			2					1	
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain						√ (On Item 2)			
Absent		√							

COMMUNICATIONS

Monica A. Smith, Director

- The BCCLS Certification of Agreement for 2016 was received, verifying that the Louis Bay 2nd Library Board of Trustees is in compliance with the requirements for BCCLS membership.
- The director will ensure that legal notice of public meetings will be published in the local newspaper.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2016-V002: The Bill List (December 11, 2015 to January 14, 2016, inclusive) was approved on an 8-0 motion by Jean Mele, seconded by Sharon Abbood. Linda Missonellie abstained on item 6995 - payment to the Hawthorne Press.**

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion	2			1					
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain						√ (H. Press)			
Absent		√							

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- **Resolution #2016-R002: The approval of funds to repair two HVAC roof units was approved on 8-0 motion by Mayor Goldberg, seconded by Joe Metzler.**

BE IT RESOLVED: That the Louis Bay 2nd Public Library approves the expenditure of up to \$6000 to Boswell engineering to prepare specifications and inspection of two rooftop HVAC units. (\$3500 for bid and specs and \$2500 for inspection)

Library Board Roll Call Vote for Items:

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion			1		2				
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- BCCLS has assigned the Louis Bay 2nd Library as a beta tester for the Sky River Cataloguing Utility.
- 1/11 - Scott Hlavacek, the Director of Shared Technical Service from PCESC, installed the seventh and final access point for the Library's Wi-Fi network.

POLICY

Vicki Arians, Committee Chairperson

- The board had a first reading on the Library's Gallery Policy, which will provide a framework for the selection and maintenance of artistic works exhibited in the Library's community rooms. The first reading was approved on a 9-0 motion by Vicki Arians, seconded by Terry Segro.

Library Board Roll Call Vote for Items:

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion		1					2		
Aye	√	√	√	√	√	√	√	√	√
Nay									
Abstain									
Absent									

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COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- On behalf of the staff, Monica Smith, thanked Mayor Goldberg for the kind invitation to the Holiday luncheon on 12/18.

PERSONNEL

Linda Missonellie, Committee Chairperson

- Vote #2016-V003: The board approved the hiring of Gina Gerard as Adult Service Librarian, \$17.25/hour, 30 hours/pp, retroactive to January 4, 2015 on an 8-0 motion by Mayor Goldberg, seconded by Terry Segro. Linda Missonellie abstained on this vote and asked that the Personnel Committee receive advanced notice for any future hires.**

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion			1				2		
Aye	√	√	√	√	√		√	√	√
Nay									
Abstain						√			
Absent									

- Vote #2016-V004: The board accepted the resignation of Rosa Pangilinan, Circulation Assistant, effective December 31, 2015 and Konrad Petelski, Children’s Page, effective January 11, 2016 on a 9-0 motion by Mayor Goldberg, seconded by Vicki Arians.**

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u> <u>/Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion		2	1						
Aye	√	√	√	√	√	√	√	√	√
Nay									
Abstain									
Absent									

NOMINATING: N/A

Sharon Abbood, Committee Chairperson

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- The Personnel Committee and members of the IUJAT Supervisors Union will conduct a mediation meeting at Borough Hall on Jan. 21.

MEETING ROOM APPLICATIONS: N/A

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OLD BUSINESS:

- Members of the Green Team will be allowed to install snow fencing along the side of the Butterfly Garden bordering the parking area.

NEW BUSINESS:

- The board discussed various scenarios on staffing the Young Adult Library. The Job Posting will be adjusted in order to obtain more suitable candidates.
- In preparation for repainting the Community Rooms, the library will plan to ensure that the library's gallery space is emptied for a span of at least 3 days in the early summer.

PUBLIC BE HEARD: N/A

MOTION TO ADJOURN: The meeting was adjourned at 6:16pm on 9-0 motion by Mayor Goldberg, seconded by Jean Mele.

Library Board Roll Call:

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion			1	2					
Aye	√	√	√	√	√	√	√	√	√
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday, February 10, 2016 at 4:00 P.M.