

MINUTES OF THE MEETING – August 14, 2013

**THE BOARD OF TRUSTEES OF THE
LOUIS BAY 2ND LIBRARY**

1. President Linda Missonellie called the August 14, 2013 meeting to order at 5:00pm. The Sunshine notice was read.
2. ROLL CALL

The following trustees were present:

<i>Trustee</i>	<i>Present</i>	<i>Absent</i>	<i>Notes</i>
Sharon Abbood (3/2017)	X		
E. Vicki Arians (12/2014)	X		
Richard Goldberg, Mayor (n/a)	X		
Jean Mele (12/2017)	X		
Joseph Metzler (12/2016)	X		
Linda Missonellie, President (12/2013)	X		
Dr. Jill Mortimer, Superintendent of Schools (n/a)	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 July 10, 2013 minutes were approved 9-0 on a motion by J. Mele, seconded by V. Arians.
 - b. L. Missonellie welcomed Dr. Jill Mortimer, the new Superintendent of Schools, to her first Board meeting.
4. COMMUNICATIONS
 - a. K. O’Dowd received a reconsideration form from a patron and referred to the Collection Development Committee to discuss as per policy.
5. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. The Bill list was approved 9-0 on a motion by J. Metzler, seconded by S. Abbood. K. O’Dowd announced an increase in our state aide this year. State aid is calculated by formula; the increase is due to the continuing budget support of the Borough in contrast with the decrease of total assessed property value.
6. DIRECTOR’S REPORT / COMMITTEE REPORTS

Buildings/Grounds

- a. Resolution 2013-06- Strategic Planning Renovations: Board has made a selection to hire Dennis Kowal Architects. K. O’Dowd will be the point of contact between the Board and Kowal. Appointment of Dennis Kowal as Architect, contingent on adjustments to the terms and proof of Insurance, was approved on a 9-0 motion by S. Abbood, seconded by J. Mele.
- b. Resolution 2013-07- Security System Replacement: Discussion postponed to September meeting, pending Technology Committee meeting.

Technology

- a. High School Tech Team completed work throughout July on various tasks like setting up our digital picture frames and a Pinterest account.

Policies

- a. The Second reading of two policies with proposed changes took place. The "Internet Access Policy" was accepted on a 9-0 motion by J. Mele, seconded by S. Abbood. The "Rules of Conduct" policy was accepted on a 9-0 motion by R. Goldberg, seconded by V. Arians.

Community PR and Outreach

- a. K. O'Dowd informed Board that September is "Library Card Sign-up" month and in celebration the Library will launch a fine amnesty program that includes waiving up to \$3 on overdue/late fines or Library Card Replacement Fee (charges for lost materials and replacement costs excluded). Board approved amnesty program on a 9-0 motion by S. Abbood, seconded by J. Mele.

Personnel/Professional Development

- a. K. O'Dowd announced the retirement of Circulation Assistant, Diane Mol, whose last day will be September 13, 2013. K. O'Dowd also informed Board that Joe Verdon, Temporary School Liaison, took a position in another school district and will not be coming back in September.

7. MONTHLY ROOM APPLICATIONS

- a. The Passaic County Historical Society would like to have their quarterly meeting here in November. Board approved pending the receipt of an up-to-date insurance form.
- b. Application for a Recruiting Event/Job Fair was submitted by an organization in Hasbrouck Heights who requested the fee for the room be waived because residents would have job opportunities. Board approved on a 9-0 motion by J. Metzler, seconded by R. Goldberg.

8. OLD BUSINESS N/A

9. NEW BUSINESS N/A

10. PUBLIC COMMENT

- a) Paul Chepurko is currently working on a book commemorating Hawthorne veterans and is proposing the display of a mural in the Library. He presented his idea for Board approval and addressed Board's concerns. Mr. Chepurko agrees the work should be professional in design and that samples of the artist's work should be reviewed prior to beginning the mural. L. Missonellie proposed the mural be modular in design for flexibility and future relocation if necessary. Mr. Chepurko is hopeful that volunteer artists and proceeds from his books will cover funding for the project. Mayor Goldberg suggested as an alternative a Power Point presentation. The Board approved the concept contingent on Mr. Chepurko presenting the details/issues to the Board as they arise. He will reach out to local art schools and artists over the next few months to get a better idea of the desired space needed and projected size of mural.
- b) Karen Siletti welcomed Dr. Mortimer to the group and introduced herself before addressing the Board. Karen opened by reading an excerpt from a letter to the Editor of The Hawthorne Press the Mayor. Ms. Siletti was interested in discussing an operational matter concerning a staff member. Discussion was halted in accordance with RICE requirements. K. O'Dowd requested Ms. Siletti to meet with her to discuss any operational matters outside of a public forum. Ms.

Siletti declined. Ms. Siletti asked for an update regarding the Volunteer Policy posted on the website and K. O'Dowd confirmed that the version posted is the most recent. Ms. Siletti also requested that the Board include all major topics of discussion in each monthly Sunshine Meeting Notice (the "48-Hour" rule), rather than use a generic monthly agenda. L. Missonellie confirmed that the Board is in compliance with the Sunshine Law.

Public Comment portion of the meeting was closed at 6:20pm on a 9-0 motion by J. Metzler, seconded by S. Abbood.

11. PRIVATE SESSION Private portion of the meeting was closed at 6:34pm to discuss matters of Personnel. Public meeting was reopened at 6:55pm.
12. PERSONNEL – Motion was made by J. Mele, seconded by J. Metzler to hire Veronica Ditko for the position of Program Coordinator at \$11 per hour, 20 hours per week. Motion passes 6-0-1, with an abstention by L. Missonellie.
13. ADJOURNMENT – The meeting was adjourned at 6:34pm on a motion by J. Mele, seconded by V. Arians, vote of 7-0.