

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

Agenda – April 8, 2015 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: __5:03__

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, 2015.

FLAG SALUTE: The board recited the pledge of allegiance at 5:05pm

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Sharon Abbood	03/2017	X		
E. Vicki Arians	12/2019		X	
Richard Goldberg, Mayor	N/A	X		
Jean Mele	12/2017	X		
Joseph Metzler	12/2016	X		
Linda Missonellie, Vice President	12/2018	X		
Terry Segro	12/2017	X		5:25pm
Gary Sinning, Mayor's Alternate	12/2017	X		
Richard A. Spirito, Jr. Supt. of Schools	N/A		X	
Dr. Richard A. Spirito, President	12/2015	X		
Monica Smith, Director	N/A	X		

Also Present: Mauro Magarelli, Recording Secretary

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APPROVAL OF THE MINUTES FOR: March 11, 2015 – Regular Public Meeting

- **Vote #2015-V011: The minutes for March 11, 2015 were approved on a 5-0 motion by Mayor Goldberg, seconded by Jean Mele.**

Library Board Roll Call Vote

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

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

4/6 – A meeting was held with Susan Serico, Director, North Haledon Public Library to discuss a reciprocal borrowing arrangement. Monica Smith, Dr. Spirito, and Linda Missonellie attended this meeting. Prior to the end the BCCLS open borrowing arrangement with PALS, 21 N. Haledon patrons were registered at the Hawthorne Library. The board will continue to investigate options to allow a new reciprocal borrowing plan with N. Haledon, although no formal vote was taken.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2015-V012: The Bill List (March 12, 2015 to April 8, 2015, inclusive) was approved on a 7-0 motion by Linda Missonellie, seconded by Sharon Abbood.**

Library Board Roll Call Vote

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

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

3/27 – Roof repair is complete with no leaks or problems reported after recent rain storms. A work order will be submitted to ensure the gutters are routinely clean out.

4/1 – A service light on the boiler was just a reminder that service was needed, no repair was necessary.

- The lighting in the children’s room is currently working properly, although the transfer switch will need to be closely monitored to ensure it doesn’t overheat. If the problem reoccurs, an outside electrical company will be called in to correct the problem.

- The lift door lock was not locking and was properly repaired using refurbished parts

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4/2 – a memo was received from Fred Kemmerer of PSE&G regarding an upcoming pole replacement project. The current poles will be replaced in October and will necessitate the trimming of several trees on Grand Avenue. Monica will inform the Tree Shade Commission to ensure the impact is minimal.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- Administrators from PCESC will send newly hired staff members to the library in order to get better acclimated with the library’s computer systems and networks.

POLICY

Vicki Arians, Committee Chairperson

- The board had a second reading regarding the banishment of food in the library. The new policy will ban the consumption of food unless explicitly approved for a program or event. Beverages must have a closed container, and non-closeable beverages will be removed from the vending machine. The second reading was approved on a 7-0 motion by Linda Missonellie, seconded by Jean Mele,

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

COMMUNITY PUBLIC RELATIONS: N/A

Jean Mele, Committee Chairperson

PERSONNEL

Linda Missonellie, Committee Chairperson

- Lauren Paris (Adult Page), Konrad Petelski (Children’s Page), Corinne Hook (Adult Circulation Assistant) have all successfully completed their respective probationary periods.

Resolution #2015-R09: Contract Extension for Monica A. Smith was approved on a 7-0 motion by Mayor Goldberg, seconded by Terry Segro. Approval of contract extension of Monica A. Smith as Library Director effective retroactively from January 1, 2015 through December 31, 2017 at an annual salary as follows:

- 2015 - \$83,460
- 2016 - \$85,310
- 2017 - \$87,000

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Library Board Roll Call Vote:

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

PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- 3/19 - Monica Smith and Marilyn attended the BCCLS System Council Meeting (mandatory 1 of 4)
- 3/31 - Monica Smith conducted a webinar on Excel Pivot Tables on behalf of the BCCLS Technology Committee.

NOMINATING N/A

Sharon Abbood, Committee Chairperson

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- No further correspondences have been received from Union leadership regarding the IUJAT contract negotiations.

MEETING ROOM APPLICATIONS N/A

PUBLIC BE HEARD: N/A

OLD BUSINESS: N/A

NEW BUSINESS:

- Monica Smith will further investigate allowable actions regarding the French books bequeathed by Dr. Morrell. Clarification is needed on how the library or ancillary organizations can sell the volumes.
- The board recommended that Marie Coughlin, the new Executive Director of BCCLS, be formally invited to the Louis Bay 2nd Library and attend our Board meeting.
- Monica informed the board about the new HOOPLA digital lending program now available via BCCLS.

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MOTION TO ADJOURN: The meeting was adjourned on a 7-0 motion by Mayor Goldberg, seconded by Terry Segro.

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	x		x	x	x	x	x		x
Nay									
Abstain									
Absent		x						x	

Next Regular Meeting – Wednesday, May 13, 2015 at 5:00 P.M.