

MINUTES OF THE MEETING – April 10, 2013

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

1. President Linda Missonellie called the April 10, 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		Arrived at 5:05 pm
E. Vicki Arians (12/2014)		X	
Richard Goldberg, Mayor (n/a)	X		
Joseph Metzler (12/2016)	X		
Linda Missonellie, President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)	X		
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. PUBLIC COMMENT  
As there were 10 people in attendance, the president opened the meeting to the public. Evan Ardelle presented a plaque on behalf of the Neighbor Helping Neighbors job support group celebrating their one year anniversary of meeting at the library. Neighbors Helping Neighbors meets every Tuesday at 7 pm and has approximately 10 attendees per week. Members present spoke highly of Diane Sweatlock’s help with database training.
4. APPROVAL OF MINUTES  
The March 13, 2013 minutes were approved 8-0 on a motion by J. Metzler, seconded by T. Segro.
5. COMMUNICATIONS
  - Michael Cerrone will run a Trustee Training program at Teaneck Library on May 1<sup>st</sup> at 6:30 pm.
  - A New Trustee Orientation program is scheduled at Washington Township Library on May 14<sup>th</sup>. The Mayor suggested hiring someone to come to the library for Trustee Training and Kathie will look into it. Another possibility would be to volunteer to host training for multiple libraries.
  - A formal letter was received and forwarded by Kathie via email to Board members. The Financial Disclosure Law must be completed by 4/30/13 and can be submitted electronically only.
  - Information on a new website for Trustees, was included in Board packet with the suggestion that the Board members sign up: <http://njlibrarytrustees.org/>
6. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. The bill list was approved 8-0 on a motion by Mayor Goldberg, seconded by S. Abbood.

7. DIRECTOR'S REPORT / COMMITTEE REPORTS

Buildings/Grounds – A new service contract for the HVAC system is in progress. Of the three contracts Reiner was the most affordable because of no weekend or evening charges. J. Metzler reported the B & G committee recommended Reiner despite of the negative experience the Borough had with the company.

Resolution 2013-03 - \$2300 HVAC System contract for one year. Approved 7-1 with motion by J. Metzler , seconded by J. Mele. Mayor Goldberg voted No on a technicality.

Resolution 2013-04 Monica is reviewing quotes for new cleaning. Another company will come in on a trial basis until a contract is drawn up and approved at next Board meeting in May. Resolution was not moved.

J. Metzler reported on meeting with Boswell Engineering about the roof. The physical property of each section of roof was determined so if there is a leak in the future Boswell can send the appropriate roofer for that section. Two leaks have been identified. Kathie O. expressed the desire to strengthen communication procedures so Board is informed when Boswell contacts Borough Council.

Other issues discussed were Cintas contracted for the first aid kit, the sealant in the restroom, the cabinet in the A/V closet and the possibility of an electronic sign outside. We now have a separate contract with Cintas for the first aid kit. Monica is looking into the sealant/wax finish on restroom floor due to visible black marks on surface. J. Metzler is coordinating the removal of the donated cabinet from the A/V room so we can replace it with Leslie's cabinet. Donated cabinet will be moved to basement and used for storage. J. Mele inquired about an electronic sign for outside and a recommendation was made to keep on the back burner for now due to the high cost.

Finance/Budget: none

Technology: K. O'Dowd explained the plan to purchase print management software, LPT One. Resolution 2013-05 was approved 8-0 with motion by Mayor Goldberg, seconded by J. Mele.

Technology Committee had a surveillance camera update- They propose all equipment be consolidated and converted to digital to make future replacement easier. First quote was for \$8500 to upgrade surveillance system and two more quotes will be obtained for presentation at the May meeting.

Policies: Collection Development policy was approved 8-0 with a motion by Mayor Goldberg, seconded by T. Segro. A recommendation was made for the Anti-Nepotism policy to go back to the Policy committee for further development. As it stands, the policy was approved 7-1 with a motion by R. Goldberg, and a second by T. Segro. Dr. Spirito voted No because of the wording in the second paragraph of the Anti-Nepotism policy that describes future relationships of current employees.

BCCLS policy of Open Borrowing has changed- Materials borrowed was decreased from 50 to 10.

8. COMMITTEE REPORTS: Covered in Directors report.

9. MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS – Four Meeting room applications were discussed: Michael NG’s acupuncture program for May 25, Trout Unlimited bi-monthly meetings and Stress-less program on May 25 were approved 8-0 with motion by J. Metzler, seconded by G. Sinning. Fourth program was a reintroduction of 4-H “Get Moving” program for Homeschoolers but R. Spirito was opposed since children would not be covered by insurance. Board voted to approve if children are added to insurance rider held by 4-H.
10. OLD BUSINESS – None
11. NEW BUSINESS – None
12. PRIVATE SESSION – PERSONNEL  
  
The Board voted to go into Private session at 6:52pm on a motion by J. Metzler, seconded by J. Mele.
13. PUBLIC SESSION -  
The Board voted to return to Public session at 7:05pm on a motion by S. Abbood, seconded by G. Sinning. The board voted 8-0 to extend an employees unpaid medical leave by 4 months.
14. ADJOURNMENT – The meeting was adjourned at 7:06pm on a motion by S. Abbood, seconded by G. Sinning.