

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

Agenda – March 11, 2015 – 5:00 P.M.
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MEETING CALLED TO ORDER:

Time: 5:00pm

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: 5:01pm

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		5:35pm
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		
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

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

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

**Vote #2015-V009: The minutes for February, 2015 were approved on a 7-0 motion by Sharon Abbood, seconded by Terry Segro.**

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	
Nay									
Abstain									
Absent		x							x

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

- 2/21 to 2/24 – A letter was received from Jeffrey Missonellie, a Hawthorne resident, regarding patrons conducting business in the library, as well as a follow up letter from Councilman Joe Wojtecki inquiring if Mr. Missonellie’s questions were answered. Monica presented the board with all correspondences regarding this matter. The board recommended that Mr. Missonellie bring any future inquires directly to the board.
- 2/19 – PSESC, IT consultants to the library, informed their clients that Scott Hlavacek, will be replacing Andres Ospina as the new director.
- 3/6 – Monica S. distributed the 2015 New Jersey Library Trustee Association membership cards to the board.
- A monthly statement was received from PNC bank with regards to the REA bequest.
- A letter was received from Susan Serico, director of the North Haledon Free Public Library, inquiring about the establishment of a reciprocal borrowing agreement between the Hawthorne and North Haledon libraries. The board recommend Monica further investigate the terms of agreement in order to better assess expenditures and liabilities.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**Vote #2015-V010: The Bill List (February 12, 2015 to March 11, 2015, inclusive) was approved on a 7-0 motion by Sharon Abbood, 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	x	x	
Nay									
Abstain									
Absent		x							x

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

### BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- Jen Scully, Insur, Educ & Compliance Coordinator for the borough, was contacted about replacing the sandwich board crosswalk sign located near the children's entrance.
- A work order was put in regarding the removal of the ginger bread house and other holiday decorations from the library back entrance.
- Roof repair is scheduled to begin at 7am on Tuesday, March 10. Monica has informed all staff members regarding the positioning of cranes and dumpsters in the parking lot, which will be temporarily closed on Wednesday, March. 11.
- Lights in the Children's room will still not turn off. The DPW was contacted for repair.
- Joe Metzler tack welded a broken book cart, which is now repaired.

**Resolution #2015-R07: Purchase a vacuum cleaner: was approved on a 7-0 motion by Richard Goldberg, seconded by Jean Mele.** Expenditures (up to \$300) will be taken from the capital reserve account for the purchase of a vacuum cleaner, bag and belts.

*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									
Asent		x							x

### TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

**Resolution #2015-R08: Purchase a replacement Ethernet Switch: was approved on a 7-0 motion by Richard Goldberg, seconded by Jean Mele.** Expenditures (up to \$625) will be taken from capital reserve for the purchase of an Ethernet Switch to replace the current unit which has an irreparable fan failure.

### POLICY

Vicki Arians, Committee Chairperson

- The board had a first 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 first reading was approved on a 7-0 motion by Jean Mele, seconded by Richard Goldberg.

*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

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## Board of Trustees Regular Monthly Meeting

### PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- As per a request by Dr. Spirito, Monica Smith compiled a cost of expenses for the 6 staff members that will be attending NJLA, from April 21 to 22. The projected expense is estimated for \$3050.

### COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- Training is underway for additional members of the staff to operate the outside sign. Currently, regular scheduled events and library hours can be scheduled to be posted. The board will also further discuss the possibility of patrons paying to display birthday messages for a fee.

### MISC.

- A listing of academic libraries (created by Christie Johnson), was distributed to the board members in order to clarify what libraries Hawthorne patrons may borrow materials from.
- The board will further examine the feasibility of establishing a new notary at the library.
- The State Report has been submitted without any red flags.
- The Borough will approve the budget at the next council meeting.
- It has been 4 weeks since warning letters were sent out to patrons with excessive fines. As of 3/13, nine out of twelve letters have received responses, with patrons either returning the lost items or paying the fine.
- The BJ's Wholesome awarded the Louis Bay 2<sup>nd</sup> Library a gift card from \$500 to be used for YA programming. Monica Smith sent a formal letter to the company thanking them for their generosity.

### PUBLIC BE HEARD:

- Ilene Potoak, resident of Prospect Park, addressed the board in order to stress how important the library was for people to connect in the town. She stated that "the library is the heart and soul of the town and it caters to seniors and the disabled, it's used as a heating center in the winter and cooling center in the summer. It also used by people who cannot formally meet with professionals elsewhere." The board thanked Ms. Potoak for her comments.

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

MOTION TO ADJOURN: The meeting was on an 8-0 motion by Richard 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	1	
Nay									
Abstain									
Absent									x

Next Regular Meeting – Wednesday, April 8, 2015 at 5:00 P.M.