

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

2013 Agenda – October 9, 2013 5:00pm

1. President Linda Missonellie called the October 9, 2013 meeting to order at 5pm. The Sunshine notice was read.

2. **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	X (arrived @ 5:15pm)	
E. Vicki Arians (12/2014)		X
Richard Goldberg, Mayor (n/a)	X (left @ 6:30pm)	
Joseph Metzler (12/2016)	X	
Linda Missonellie, President (12/2013)	X	
Dr. Jill Mortimer (n/a)	X (left @ 6:30pm)	
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. **Review of Audit**

- a) The board meeting opened with a review of the financial audit conducting by Suplee, Clooney & Company.
- b) According to the audit, the library's finances are in good standing with no recommendations
- c) The board approved the audit report 5-0, on a motion by J. Metzler, seconded by Dr. Spirito.

4. **Approval of Minutes**

- a) The September 11, 2013 minutes were approved 5-0 on a motion by J. Metzler, seconded by T. Segro.
- b) The September 26, 2013 minutes were amended to indicate the presence of Mayor Goldberg and approved 5-0 on a motion by R. Goldberg, seconded by J. Metzler.

5. **Communications**

- a) K. O'Dowd informed the board that BCCLS has voted for the inclusion of two branches of the Maplewood Library system into the library cooperative. BCCLS rules dictate that 2/3rds of all member libraries must approve the addition of new members. R. Goldberg asked about the benefits and/or disadvantages of adding a new member to the library cooperative and J. Metzler inquired about any cost increases for Hawthorne. K. O'Dowd responded that Hawthorne patrons would benefit by the addition of lendable materials owned by Maplewood and that no new costs will incur based on the current BCCLS member agreement. The board approved Resolution 2013-

10 regarding the inclusion of Maplewood 7-0 on a motion by S.Abbood, seconded by R. Goldberg.

6. Room Applications

- a) People to People Volunteer Services would like to use the community room to talk about their programs and recruit new members. Since their application was incomplete no action was taken.
- b) The New Jersey Bar Association would like to use the community room for a series of three (1-hour) classes to promote civic education. Board approved 7-0 on a motion by R. Goldberg, seconded by S. Abbood.

7. Financial Reports/Bill List

- a) K. O'Dowd introduced a newly formatted draft financial report and received suggestions from the Board.
- b) R. Goldberg wanted to know if "budget amendments" were needed for surplus spending. K. O'Dowd responded that line item transfers would be brought to the board for approval at the end of the year. The financial report was approved 7-0 on a motion by R. Spirito, seconded by T. Segro.

8. Director's Report/Committee Reports:

Calendar

- a) The board approved the 2014 Library calendar with 10 holiday dates and 4 floating holiday dates with a 7-0 vote on a motion by R. Goldberg, seconded by J. Metzler.
- b) The board approved the 2014 Library Board Calendar meeting 7-0 with a motion from R. Goldberg, seconded by J. Metzler.

Buildings and Grounds

- a) K. O'Dowd stated that an inventory of lighting was retaken for the library in order to better assess the lighting needs of library as part of the Clean Energy Grant. L. Missonellie requested that the AC unit also be included on the proposal and that a pre-approval be required before the releasing of funds. J. Metzler indicated that the current proposal is a good deal since the grant would cover 80% of costs and it is understood that any reassessment would need to stay within range of the original proposal. No action was taken by the board and a final walk-through will be conducted on 10/16/13 at 10:30 am.

Technology

- a) K. O'Dowd confirmed that the BCCLS windows upgrade went smoothly and that the LPT1 printing module partnership now includes 10 other libraries.
- b) K. O'Dowd also informed the board that patron PC usage has been increased from 2 hours to 3 hours and open borrowing patrons will no longer be able to access e-content from the BCCLS site.

Policies

- a) K.O'Dowd announced a change in the wording for the Meeting Room Policy, which will now include the phrase "establish fees for cost-recovery." K.O'Dowd suggested alternative methods for collected registration fees for future Yoga sessions, either via a flat rate or punch card rate. J. Metzler inquired whether or not insurance coverage is needed by the actual entity that collects the registration fee. R. Goldberg inquired about whether or not the Yoga firm required a 1099 form after receiving payment. L. Missonellie suggested we ask the auditor to clarify this issue. A motion was made by R. Goldberg, seconded by Segro to amend the meeting room policy. The first reading passed 7-0.

9. **Director's Report/Committee Reports (Con't):**

Policies (Con't)

- b) K. O'Dowd announced a change in Pay Card policy, increasing the rate from \$100 to \$150, to align with the Prospect Park contract. Board approved the change with a 5-0 vote on a motion by J. Metzler, seconded by T. Segro.
- c) K. O'Dowd stated that fewer museum passes will be purchased in 2014, with an emphasis on passes from the Natural History Museum, which are more popular and easier to obtain for patrons.

Community Public Relations

- a) T. Segro announced that the Library was well prepared for its annual Oktoberfest Celebration to be held on Oct. 12. Segro stated that the event will feature authentic German food, music and dancing.

Personnel

- a) R. Spirito recommended the firm Pro Libra be hired to conduct a search for a new director. Board approved ***Resolution 2013-08 to retain Pro Libra to conduct a search for a library director***. The motion was made by R. Spirito, seconded by J. Metzler and passed 5-0.
- b) ***Resolution 2013-11 – Agreement for Supervisor Union***: Supervisory staff members of the Louis Bay 2nd Library will be removed from the larger Union and given the right to make their own union. Board approved stipulation of agreement 5-0 with a motion from S. Abbod, seconded by J. Metzler.

10. **Old Business:** N/A

11. **New Business:** N/A

12. **Public Comment**

- a) Karen Siletti recommended that Board meeting be recorded and broadcasted to the public via public access channel. Ms. Siletti stated that the Friends Art Show was highly successful with nearly 60 artists in attendance. Ms. Siletti said she reached to the borough attorney regarding “out of state contracts,” objecting to “sending Hawthorne money out of state.” Ms. Siletti suggested that the search for the new director include input from the community.

13. **Adjournment:** - The meeting was adjourned at 7:15 pm on a motion by J. Metzler, seconded by G. Sinning on a vote of 5-0.