

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

2013 Minutes – November 13, 2013 5:00pm

1. President Linda Missonellie called the November 13, 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	
E. Vicki Arians (12/2014)	X (arrived @ 5:40pm)	
Richard Goldberg, Mayor (n/a)	x	
Joseph Metzler (12/2016)	x	
Linda Missonellie, President (12/2013)	x	
Dr. Jill Mortimer (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. **Approval of Minutes**

- a) The Oct 9, 2013 minutes were approved 5-0 on a motion by R. Goldberg, seconded by S. Abbood.
- b) The Oct 9 minutes were amended to separate the private session into separate minutes were approved on a 5-0 motion by S. Abbood, seconded by Dr. Spirito.

4. **Communications**

- a) K. O'Dowd offered special thanks to the *MAC (Municipal Alliance Committee)* for financial support of the Mystery Night with a donation of \$717.08 and to the *Friends of the Library* for donating \$1000 for media materials and \$3634.70 for periodicals and a YA catalog computer stand.
- b) Additional OPRA requests were submitted for the library.

5. **Financial Reports/Bill List**

- a) The Library bill list (10/10 to 11/13) was approved on a 5-0 motion by J. Metzler, seconded by T. Segro.
- b) K. O'Dowd reported that the 2014 draft budget would be reviewed by the Finance Committee and submitted for approval by the Board at the December meeting. In addition, all 2013 transfers will be presented to the Board for approval in December. Additional funds will be necessary for the Pro-Libra contract.

## 6. Director's Report/Committee Reports:

### Buildings and Grounds

- a) **Resolution 2013-09 – Lighting/Boiler Grant – Direct Install Clean Energy Program – not to exceed \$22,000.** The total value of the lighting, boiler, and water heater replacement is ~\$73,000 with a \$21,950 final cost after grant funding. A proposal will be made to the HCLF to request support of the lighting portion (~\$15k) of the costs. The motion was made by J. Metzler, seconded by S. Abbood and passed with a 5-0 vote.
- b) **Resolution 2013-12 –Faulty Unit 1 Meeting Room Heat-Inducer.** Resolution for \$195 repair performed on failed capacitor shall be paid from Operating Expense account. Reiner recommended a replacement of the Inducer Motor, at an estimated expense of \$1200, which is failing, however it was replaced in past few years. J. Metzler and S. Abbood suggested the board wait until the Inducer Motor fails. No vote was taken.
- c) K. O'Dowd reported that Debbie Dross wanted to thank the Board for relocating the Minnie B. Johns (her grandmother) display case, and for Mr. Metzler sharing exhibit honoring fire fighters.
- d) **Resolution 2013-13 – Carpet Cleaning not to exceed \$750.00.** The expenditure of funds from the Capital Reserve Account, to shampoo the carpeting in the Children's wing; final vendor quotes still in process. The motion was made by R. Goldberg, seconded by T. Segro and passed with a 6-0 vote.
- e) K. O'Dowd recommended closing the library to the public on Friday, Nov. 29, the day after Thanksgiving, for lighting replacement, weeding, carpet cleaning and other maintenance. The motion was made by J. Metzler, seconded by S. Abbood and passed with a 6-0.

### Technology

- a) Mauro Magarelli announced that LPT:One Print Control installation process has started with Mauro and Amy Fletcher attending two webinar chat session with Envisionware tech support. BCCLS upgrades continue with another reinstall occurring on 11/21 to fix any recurring errors.
- b) One of the two security camera systems has failed. PCTI will be contacted to update the proposal to replace or consolidate the systems.
- c) A new updated version of the website will go live soon with future plans to participate in a BCCLS-wide "Eventbrite" calendaring and registration application.

### Policies

- a) **Meeting Room Policy**, second reading to include the phrase "the Library Board may coordinate with the organization to establish registration/materials fees on a cost-recovery basis." The motion was made by S. Abbood, seconded by T. Segro and passed with a 6-0 vote.
- b) **Pay Card Policy**, second reading increased the fee from a \$100 to a \$150 per year. The motion was made by J. Metzler, seconded by V. Arians and passed with a 6-0 vote.

### Room Applications

- a) **Yoga** – the Board considered a library coordinated punch card proposal for an 8 week fee-based yoga class beginning in 2014. L. Missonellie suggested instead that the instructor pay a negotiated multi-week rental fee for a shorter block of time (1 hr vs. 4 hrs) with patron payment and attendance being the responsibility of the instructor.
- b) The Library will be celebrating its 100<sup>th</sup> anniversary on Dec. 18, 2013. Mayor Goldberg will make an official proclamation of the 100<sup>th</sup> anniversary at the borough council meeting at 7pm on Dec. 18.

### Personnel

- a) Maria Machael will retire on Nov. 15<sup>th</sup> and reference librarian Pierre Rosen, who has accepted a full time position at another library, will be taken off the regular schedule and put on a Substitute List.

### Negotiations

- a) R. Spirito announced that the negotiations for union workers are finished. A motion was made to accept the Memorandum of Agreement by J. Metzler, seconded by V. Arians and passed with a 6-0 vote.
- b) The board revised the 2014 holiday calendar in order to make Veterans days a full holiday. The motion was made by S. Abbood, seconded by T. Segro and passed with a 6-0 vote.

### Buildings and Grounds (Con't)

- a) J. Metzler announced that the installation of the new filtered water cooler was successful and inquiries will be made whether or not to remove the other water cooler now located in Young Adult library.

### Nominating

- a) S. Abbood announced that all current board officers will be nominated to remain in their existing positions for another 1 year term. Current officers are President - Linda Missonellie, Vice President - Rich Spirito, Treasurer – Jean Mele, and Secretary- Terry Segro.

## 7. Old Business N/A

## 8. New Business N/A

9. **Public Comment** - Karen Siletti, speaking on her own behalf, believed that the “Friends of the Library” decided to postpone the anniversary Gala to hold it after the actual anniversary date had passed. After January, the Gala committee will start up again. Ms. Siletti suggested that the library hold a coffee & cake event at the library to celebrate the anniversary and would take the suggestion back to “Friends of the Library.” Ms. Siletti also asked what happens to Library books that are withdrawn from the collection and was advised of the process to sell or recycle.

The Public session was closed at 6:32pm on a motion by J. Metzler, seconded by S. Abbood.

## 10. Private Session –

A motion was made at 6:35pm by R. Spirito, seconded by S. Abbood, to go into private session to discuss matters of personnel. Motion passed 6-0.

T. Segro left the meeting at 7:00pm.

A motion was made at 7:10pm by J. Metzler, seconded by R. Spirito, to return to public session. Motion passed 5-0.

## 11. New Business

A motion was made by J. Metzler, seconded by R. Spirito, to transfer Aimee Ellerbrook into the open position of Tech Processing Assistant, effective 11/18, for 20 hrs a week. She will also retain some Saturday Circulation Assistant duties as appropriate for scheduling/coverage. Motion passed 5-0.

A motion was made by S. Abbood, seconded by V. Arians to appoint K. O'Dowd Interim Director, effective 11/23/13, with a pro-rated salary, up to 20 hours per week. Motion passed 5-0.

A motion was made by R. Spirito, seconded by J. Metzler, to appoint Mauro Magarelli as Second-in-Charge, when K. O'Dowd is off. Motion passed 5-0.

12. **Meeting Closed**

A motion was made by J. Metzler, seconded by R. Spirito to close the meeting at 7:15pm. Motion carried.