

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

2014 Minutes – April 9, 2014 5:00pm

1) President Linda Missonellie called the April 9, 2014 meeting to order at 5:01pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x (Arrived 5:22pm)	
E. Vicki Arians (12/2014)		x
Theresa DiGeronimo, Superintendent's Alternate		x
Richard Goldberg, Mayor (n/a)	x	
Jean Mele (12/2017)		x
Joseph Metzler (12/2016)	x	
Linda Missonellie, President (12/2019)	x	
Dr. Jill Mortimer, Superintendent of Schools	x	
Terry Segro (12/2017)	x	
Garry Sinning, Mayor's Alternate	x	
Dr. Richard A. Spirito, Vice-President (12/2015)	x	
Monica Smith, Director (n/a)	x	

3) The board deviated from the agenda to allow Jayne Bosgra, president of the Friends of the Library, to discuss the proposal for an electronic sign which will replace the one at the parking lot entrance. A sketch was approved by the board before the Friends of the Library and HCLF make the purchase. Mrs. Bosgra also noted that the Hawthorne Democrats want to continue maintaining the flower beds out front. The board gave its consent and reminded that there is to be no banner.

4) **Approval of Minutes**

a) The March 12, 2014 minutes were approved 5-0 on a motion by Terry Segro and seconded by Joe Metzler. Dr. Mortimer and Rich Goldberg did not attend the March 12, meeting and abstained from the vote.

5) **Communications**

a) A Letter was received by UPSEU regarding the status of employee wage increases from 2013, which will be included in the pay period that ends April 18. Monica Smith will inform staff members via an email.

6) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 3/13 to 4/9) was approved on an 8-0 motion by Sharon Abbood and seconded by Rich Goldberg. An inquiry was made regarding the possibility of hiring an outside collection agency to obtain outstanding fines, which currently exceeds \$21,000.

It was deemed unnecessary to hire an outside firm since there is already a borough ordinance that allows the library to take delinquent patrons to court. The board noted that some of those outstanding fines may have been paid by Prospect Park and the funds would have gone to the borough.

- b) A \$765.00 legal services bill was approved for payment on a 8-0 motion by Rich Spirito and seconded by Terry Segro (Trimboli & Prusinowski, LLC)

7) **Director's Report/Committee Reports:**

Buildings and Grounds

- a) On 4/4, a representative from Boswell Engineering fell from the roof while inspecting the building for leaks. Police and EMS responded to the scene quickly and an incident report was sent to Jen Scully, Insurance, Education and Compliance Coordinator for the borough. Staff members were commended for handling the incident calmly and professionally.
- b) According to Joe Metzler, head of the building and grounds committee: The large ladder was hung up in the boiler room for proper storage, a computer stand for the catalog computer was built for the YA Library and the library building passed the fire inspection.

Finance and Budget

- a) On 3/17, the library budget was reviewed with the Borough Council's finance committee. At the request of the Mary Jeanne Hewitt, Borough CFO, the library provided a detailed accounting of each staff member's hours worked, and compensation rate for 2013 in anticipation of 2013 retro pay.

Technology

- a) Dynamic Security was consulted in order to review the security upgrade quote. A purchase order for the new equipment will be submitted in the upcoming week.
- b) On 4/3, BCCLS rolled out the new EVANCED Calendar Solution. EVANCED allows patrons to view and register online for programs held by participating libraries in the BCCLS system. Staff members attended training for the system and quick links were posted onto the Louis Bay 2nd Library website.
- c) BCCLS announced that email address will be changed to include the sub domain of the library. (i.e. @hawthorne.bccls.org)

Policy

- a) In response to the legalization of online gambling in NJ, the library will add the word "underage" before "gambling" in the language of the library's internet usage policy. The revision will be presented at the May meeting.

Community, Public Relations & Outreach

- a) On 4/8, Monica Smith attended the Friends of the Library Meeting. The upkeep of the book sale room was discussed and Monica was informed that the Friends will not hold an annual mum sale in 2014.

Personnel/Professional Development & Negotiations

- a) On 3/18 – Monica Smith attended the BCCLS Tech. Committee at the Franklin Lakes Library
- b) On 3/27 – Linda Missonellie, Jene Mele and Joe Metzler attended a program co-sponsored by BCCLS Advocacy Services and the C.A.L.M Committees on developing a Mission Statement. *This workshop accounts for 6/7 hours of continuing education for Trustees.*

- c) On 3/31, the Personnel Committee met to discuss filling existing staff openings. As of the 4/9 board meeting, 11 applications were received. The deadline for submitting application is 4/18

Circulation

- a) As of 4/8, BCCLS had not added March statistics to the website.

8) **Meeting Room Applications –N/A**

9) **Negotiations**

- a) The board has not yet received notification regarding the formation of a supervisor's union

10) **Old Business– N/A**

11) **New Business – N/A**

12) **Adjournment –**

- a) The meeting was adjourned at 6:01 pm on a motion by Joe Metzler, seconded by Garry Sinning on a vote of 9-0.