

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

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2014 Minutes – May 14, 2014 5:00pm

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1) President Linda Missonellie called the May 14, 2014 meeting to order at 4:58pm. 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 5:53pm)	
Theresa DiGeronimo, Superintendent's Alternate		x
Richard Goldberg, Mayor (n/a)	x (left at 6:15pm)	
Jean Mele (12/2017)	x	
Joseph Metzler (12/2016)	x	
Linda Missonellie, President (12/2019)	x (left at 6:15pm)	
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) **Approval of Minutes**

a) The April 9, 2014 minutes were approved 5-0 on a motion by Richard Goldberg and seconded by Joe Metzler.

4) **Communications**

a) A letter was received by AARP thanking the library for hosting their Tax Aide Program.

5) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 4/10 to 5/14) was approved on a 5-0 motion by Rich Goldberg and seconded by Jean Mele. The bill list was amended to include previously approved items.

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

**Buildings and Grounds**

a) On 5/12, DNZ Communications LLC, repaired the library's phone system by fixing ext. 21 (Children's Dept.), relocated ext. 12 (Director) and added extension 19 (Readers Services). According to the phone technicians, the current set-up is still viable but a complete re-wiring may be needed for long term usage.

- b) On 5/28, representatives from the State Library's SWAT Team will visit the library and review the transformation plan created in 2013. Although the Louis Bay 2<sup>nd</sup> Library was not selected for funding, members of the SWAT will still offer suggestions.

#### Finance and Budget

- a) In order to accurately calculate the 2013 retro pay rate, library administrators submitting a detailed account of staff member hours to borough CFO, Mary Jeanne Hewitt. Upon review some discrepancies were discovered, which will be discussed in a special meeting with the CFO and the Borough Administrator at borough hall on 5/15 at 2pm.
- b) Compared to revenue from last year at this time, printer funds are up approximately \$300, due to the implementation of the LPT1 printing system.
- c) On 5/22, auditors will visit the library.

#### Policy

- a) The first reading on the policy change of adding the word "underage" before "gambling" in the language of the library's internet usage policy was approved on a 5-0 motion by Jean Mele, seconded by Rich Goldberg.
- b) The probationary period listed in the Personnel Handbook was corrected to 6 months, instead of the previously listed 3 months on a 5-0 motion by Jean Mele, seconded by Joe Metzler. The handbook policy is being made consistent with the collective bargaining agreement designating a 6-month probation period.

#### Personnel/Professional Development & Negotiations

- a) The board accepted with regret the resignation of Linda Goodwin effective July 1, 2014 on a 5-0 motion by Joe Metzler, seconded by Terry Segro.
- b) Monica Smith, K. Lehmann, M. Magarelli & A. Fletcher conducted a set of 10 interviews to replace 4 open positions. Four candidates distinguished themselves and their resumes and summary pages were sent to the personnel committee for review on 5/1. All new hires will be budget neutral replacing the following vacated positions:
  - a. *Michelle Petrasek*, YA Librarian (\$20.00 per hour for 50 hours per pay period), *formerly held by L. Brightly*
  - b. *Ruth Quiles*, IT Librarian for (\$18.00 per hour for 24 hours per pay period), *formerly held by J. Budd*
  - c. *Rory Phelan*, Reference Librarian (\$17.25 per hour for 24 hours per pay period), *formerly held by Sarah Kiefer*
  - d. *Christy Johnston*, Reference Librarian (\$17.25 per hour for 24 hours per pay period), *formerly held by Pierre Rosen*
- c) New hires were approved on a 5-0 motion by Rich Goldberg, seconded by Joe Metzler with a start date of 6/5.
- d) Two RICE notifications were distributed, one was received back with the person's preference indicated and the other was not returned. Both matters were unrelated and discussed in private session.
- e) 4/16 – M. Smith attended the BCCLS Tech. Committee Meeting
- f) 4/17 – M. Smith attended the Borough Supervisor's Training
- g) 5/1 – M. Smith, A. Fletcher attended BCCLS Circulation Meeting in Franklin Lakes

#### Circulation

- a) For the previous month circulation stats have slightly dropped overall with the Louis Bay 2<sup>nd</sup> Library still ranking 19<sup>th</sup> in the BCCLS system.

- 7) **Meeting Room Applications**  
a) The board approved a library sponsored a free 8-week yoga class beginning 6/24 on a 6-0 motion by Joe Metzler, seconded by Terry Segro. This will be a library sponsored program conducted by student teacher Kim Ruff.
- 8) **Negotiations –N/A**
- 9) **Old Business– N/A**
- 10) **New Business**  
a) The Friends of the library are making progress on the proposed Electric Sign set to be placed in front of the Library. Permits have been issued for the sign’s installation.  
b) On 5/19, the Friends will reorganized and weed the book sale room  
c) The Friends are currently discussing the possibility of erecting a statue in honor of Mary Lou Frankel, former member and president of the Friends of the Library.  
d) Mayor Goldberg has requested 6 months of attendance records to compare with the Governor’s report.  
e) Linda Missonellie has requested employee time tracking (Vacation Time & Sick Time) for the last 3 months for Trustees’ review
- 11) **Adjournment to Private Session**  
a) The meeting was adjourned to executive session at 6:03 pm on a 6-0 motion by Vickie Arians, seconded by Garry Sinning.
- 12) **Private Session**  
a) The purpose was to discuss personnel regarding two employees who have been given RICE notices regarding their positions. Board President Linda Missonellie and Mayor Rich Goldberg left at 6:15 pm.
- 13) **Return to Open Session**  
a) The board voted to back into open session on a 5-0 motion by J. Metzler, seconded by V. Arians. The board moved to accept the involuntary resignation of Jackie Robb on a 5-0 motion by T. Segro, seconded by V. Arians.
- 14) **Return to Open Session**  
a) Private session was adjourned at 6:40 pm on a 5-0 motion by Joe Metzler, seconded by Gary Sinning

*Minutes respectively submitted by Mauro Magarelli*