

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

Agenda – January 14, 2015 – 5:00 P.M.
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MEETING CALLED TO ORDER:

Time: 5:01 PM

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: N/A

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	
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		5:08 PM
Garry 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   X

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

## Board of Trustees Regular Monthly Meeting

### APPROVAL OF THE MINUTES

- **Vote #2015-V001:** The December 12, 2014 Minutes were approved on a 6-0 motion by Joe Metzler, seconded by Linda Missonellie.

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Garry Sinning</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									
Aye	X		X	X	X	X			X
Nay									
Abstain								X	
Absent		X					X		

### PUBLIC BE HEARD – AGENDA ITEMS ONLY:

- **Resolutions #2015-R01 thru #2015-R06** were approved on an 8-0 motion by Joe Metzler, seconded by Garry Sinning. A summary of the resolutions are as follows.

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Garry Sinning</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									
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain						On Res. 3		On Res. 2 & 5	
Absent		X							

- 1) **Resolution #2015-R01: 2015 - Meeting Schedule** – The library will hold its regular monthly meetings on the second Wednesday of each month at 5pm. With the exception of the November 2015 meeting which will be held on Tuesday, Nov. 10 due to the Veterans Day holiday being observed on Wednesday, Nov. 11. The meeting dates are as follows:

January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 10
June 10	December 9

- 2) **Resolution #2015-R02: 2015 - Adoption of By-Laws and Policy Manual** – The library adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy which is on file in the office of the Library Director
- 3) **Resolution #2015-R03: 2015: Naming of Official Newspapers** – The Record and the Hawthorne Press will be designated as the official newspapers of the Louis Bay 2<sup>nd</sup> Library, to be used for the publication of all legal notices as contemplated by N.J.S.A 10:4-8. January 6, 2105 through January 5, 2016. Notices must be transmitted to the newspapers 48 hours prior to the meeting.

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- 4) **Resolution #2015-R04: 2015: Naming of Official Depositories** – The Library hereby designates the following banks as depositories for the accounts listed, for the period January 14, 2015 through January 5, 2016.
- Atlantic Stewardship, Hawthorne, NJ
  - Bank of America, Hawthorne, NJ
  - Chase Bank, Hawthorne, NJ
  - Columbia Savings Bank, Hawthorne, NJ
  - Hudson United Bank, Franklin Lakes and Mendham, NJ
  - New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
  - TD Bank, Hawthorne, NJ
  - Valley National Bank, Fairlawn, NJ
  - Wachovia Bank / Wells Fargo, Hawthorne, NJ
- 5) **Resolution #2015-R05: 2015: Acceptance of the 2013 Audit** – The Library accepts the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library, Hawthorne, NJ for the Years ended December 31, 2013 and 2012. Bill Swisher, a representative from the firm Suplee, Clooney & Company, informed the board that the library received an “Unqualified Opinion,” meaning that the library is financially sound and that there are no compliance issues.
- 6) **Resolution #2015-RO6: 2015: Naming the Annual Auditor-** The firm of Suplee, Clooney & Company will be appointed as auditor for accounting and auditing services effective January 6, 2015 through June 30, 2015 at the annual fee of \$2,200.00

### COMMUNICATIONS

Monica A. Smith, Director

- Trustees’ membership form has been adjusted for 2015, including the removal of Theresa DiGeronimo, the addition of Richard Spirito and the updated term dates for Vicki Arians
- The BCCLS Certificate of Agreement for 2015 was received and will require a signature by the board
- A letter was received by the Passaic County Public Health Partnership requesting to conduct anonymous resident surveys in the library. The Board will further discuss this request.
- A thank you note from Mr. and Mrs. Mauro Magarelli.

### FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2015-V002:** The Bill List (December 11, 2014 to January 14, 2015, inclusive) was approved on a 6-0 motion by Garry Sinning, seconded by Joe Metzler. Linda Missonellie abstained on the vote for payment to the Hawthorne Press. Sharon Abbood abstained on the vote regarding the Philanthropic Fund.

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Garry Sinning</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									
Aye			X	X	X		X	X	X
Nay									
Abstain	X					X			
Absent		X							

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## Board of Trustees Regular Monthly Meeting

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- Reiner repaired the HVAC unit replacing an igniter on 12/24/2014.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- The PCESC contract prices have increased by 2%: (63.25 to 64.52) for Field Service Technicians during normal business hours and (95.00 to 96.60) for after business hours.
- Monica Smith would like PCESC to reconfigure a separate computer for the sole purpose of communicating with the outside sign. As a result, additional staff members will be able to update the sign under a pending new policy that will administrate content.
- **Vote #2015-V003:** The Service Agreement for Technical Support Services from PCESC was approved 8-0 on a motion by Terry Segro, seconded by Richard Spirito

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Garry Sinning</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									
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

POLICY

Vicki Arians, Committee Chairperson

- **Vote #2015-V004** – Revisions to the Registration, Circulation, and Public PC Access Policies were approved on a 7-0 motion by Jean Mele, seconded by Terry Segro. There were second readings on all three policies. Richard Spirito abstained from the vote.
  - *The Second Reading of the Registration Policy clarified that renters residing in Hawthorne and not just property owners can obtain a library card. Additionally, an adults name must be listed when juvenile cards are inputted into the Polaris system.*

Library Board Roll Call:

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Garry Sinning</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									
Aye	X		X	X	X	X	X		X
Nay									
Abstain								X	
Absent		X							

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- Recent violations of the library’s conduct policies resulted in the expulsion and temporary banning of three juveniles and one adult.
- A recent proposal from Ruth Bogan, executive director of PALS Plus, would place the Louis Bay 2<sup>nd</sup> Library as an associate member of the PALS Plus Consortium. The board requested that further information be obtained before a decision is made on this matter.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- On behalf of the library staff, Monica Smith thanked Mayor Goldberg for the kind invitation to the Holiday luncheon on 12/22.

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #3015-V005** – The hiring of Nafin Elias as an Adult Services page, \$8.38/hour, 30 hours/pp, retroactive to January 5, 2015 was approved on an 8-0 motion by Joe Metzler, seconded by Sharon Abbood.

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Garry Sinning</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									
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

- As of January 14<sup>th</sup>, more than 30 resumes have been received for the 4 open positions. The application deadline is 1/15. Interviews will be scheduled soon after that with anticipated start dates of 2/2.
- Board members were all given an evaluation form to assess the director’s performance during the past six months. Evaluation forms were to be returned to board vice president within a week’s time.

MEETING ROOM APPLICATIONS

- The board recommended that the North Jersey Doll Club obtain insurance for 2015 in order to protect against liability. No vote was taken
- The board approved the allowing a raffle drawing by the Chamber of Commerce at their March meeting. No vote was taken

PUBLIC BE HEARD: N/A

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MOTION TO ADJOURN: The meeting was adjourned at 6:35 pm on a 8-0 motion by Joe Metzler, seconded by Garry Sinning.

*Library Board Roll Call:*

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Garry</u> <u>Sinning</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									
Aye	X		X	X	X	X	X	X	X
Nay									
Abstain									
Absent		X							

Next Regular Meeting – Tuesday, February 11, 2015 at 5:00 PM