

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

**Agenda – October 14, 2015 – 5:00 P.M.**

MEETING CALLED TO ORDER:

Time: 5:03

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: 5:04pm

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Sharon Abbood	03/2017	✓		
E. Vicki Arians	12/2019	✓		5:16 pm
Richard Goldberg, Mayor	N/A	✓		
Jean Mele	12/2017	✓		
Joseph Metzler	12/2016	✓		
Linda Missonellie, Vice President	12/2018	✓		
Terry Segro	12/2017	✓		
Gary Sinning, Mayor's Alternate	12/2017	✓		
Richard A. Spirito, Jr. Supt. of Schools	N/A	✓		5:07 pm
Dr. Richard A. Spirito, President	12/2015	✓		
Monica Smith, Director	N/A	✓		

Also Present: Mauro Magarelli, Recording Secretary ✓

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## Board of Trustees Regular Monthly Meeting Minutes

APPROVAL OF THE MINUTES FOR: September 14, 2015 – Regular Public Meeting

- **Vote #2015-V032: The minutes for the September 14, 2015 – Regular Public Meeting, were approved on a 7-0 motion by Joe Metzler, seconded by Terry Segro.**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (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					1		2		
Aye	✓		✓	✓	✓	✓	✓		✓
Nay									
Abstain									
Absent		✓						✓	

PUBLIC BE HEARD – AGENDA ITEMS ONLY: N/A

COMMUNICATIONS

Monica A. Smith, Director

- A check in the amount of \$50,000 from the Estate of Ruth L. McDonald will be presented to the library at a borough council meeting on Wednesday, Oct. 21 at 7pm.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2015-V033: The Bill List (Sept. 15 through Oct. 14, 2015 inclusive) was approved on a 9-0 motion by Jean Mele, seconded by Joe Metzler. Linda Missonellie abstained on the vote for payment to the Hawthorne Press.**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (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				1	2				
Aye	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nay									
Abstain						✓ Hawthorne Press			
Absent									

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## Board of Trustees Regular Monthly Meeting Minutes

### BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- On 10/1 – A Reiner Service Manager and Boswell engineer met with Joe Metzler to assess the HVAC system, adhering to the specs produced by Boswell. It was determined that Unit 1 is operational, while Unit 5 is in need of repair parts with parts and service estimated to cost around \$700. It has yet to be determined what repairs will be necessary for Unit 2. The broken units will not affect heating for the library.
- Monica S. will contact the DPW to fix the outed lights in the main parking lot and to replace the missing crosswalk sign behind the children’s wing.
- The fire sprinkler system passed inspection.

### TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- 10/5-6 - PCESC installed 6 out of the 7 planned wireless access points and configured the new switches
  - Old cable wiring will still need to be assessed and fixed
  - All Staff members will have a unique login to access the Wifi-Staff Server

### POLICY

Vicki Arians, Committee Chairperson

- **Vote #2015-V034:** The board did a first reading regarding meetings and program announcements on the outside sign. Messages must comply with the guidelines on the Meeting Room Application Form. **The first reading was approved on a 9-0 motion by Linda Missonellie, seconded by Sharon Abbood.**

### Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (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	<b>2</b>					<b>1</b>			
Aye	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nay									
Abstain									
Absent									

- **Vote #2015-V035:** The library calendar was approved by the board on a 9-0 motion by Mayor Goldberg, seconded by Jean Mele. The approved holiday dates for 2016 need to be submitted to BCCLS by Nov. 12, 2015.

### Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (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			<b>1</b>	<b>2</b>					
Aye	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nay									
Abstain									
Absent									

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COMMUNITY PUBLIC RELATIONS N/A

Jean Mele, Committee Chairperson

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2015-V036: The board approved the hiring of Grant Leininger as a p/t Page (to float between Adult Services and Children’s Services) effective at \$8.38 / hour, 20 hours per pay period, actual start date pending completion of A300 Combined Certification Form (working papers) and Lauren Paris as a p/t Program Coordinator effective October 16, 2015, at \$11.50 / hour, 44 hours per pay period on a 8-0 motion for Grant Leininger and a 9-0 motion for Lauren Paris from Mayor Goldberg, seconded by Joe Metzler. Linda Missonellie abstained on the vote regarding Grant Leininger.**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (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			<b>1</b>		<b>2</b>				
Aye	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nay									
Abstain						✓ for G. Leininger			
Absent									

PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- 9/17 BCCLS System Council Meeting (mandatory, 3 of 4), was attended by M. Smith and M. Magarelli
- 9/24 BCCLS panel discussion regarding the usage of credit cards was attended by M. Smith and M. Rees.

NOMINATING: N/A

Sharon Abbood, Committee Chairperson

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- Since none of the proposed mediation meeting dates (Oct. 20, Nov. 10 and Nov 16) could be scheduled for both parties, the Library Board proposed Friday, November 13, 2015 as a possible meeting date with the mediator and the IUJAT.

MEETING ROOM APPLICATIONS

- The board approved the paid rental of meeting room A by Express Employment, a local staffing company, to hold a “Job Faire” on Thursday, Oct. 22.
- The board approved the usage of library after hours by the Friends of the Library for a Friday night concert, as long as a staff member is present to supervise the facility.

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## Board of Trustees Regular Monthly Meeting Minutes

OLD BUSINESS: N/A

NEW BUSINESS

- Golden Circle will be combined with veteran groups to create a new library-sponsored program for seniors.
- Board member Sharon Abbood suggested Howling Wolf Farms, a facility that houses wolf hybrids, as a potential presenter to the library.
- Board member Joe Metzler informed the board that patrons have complained about certain individuals “bathing” in the men’s bathroom causing excess water to be spilled on the floor creating unsafe conditions. The board reiterated that bathing is never permitted in the library bathrooms

MOTION TO ADJOURN:

Library Board Roll Call vote: *The meeting was adjourned at 6:30 on an 8-0 motion by Sharon Abbood, seconded by Vicki Arians.*

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg (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	1	2							
Aye	✓	✓	✓	✓	✓		✓	✓	✓
Nay									
Abstain									
Absent						✓			

**Next Regular Meeting – Tuesday, November 10, 2015 at 5:00 P.M.**