

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

Minutes – December 9, 2015 –5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:02pm

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: 5:03pm

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	√		
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	√		5:12pm
Dr. Richard A. Spirito, President	12/2015	√		
Monica Smith, Director	N/A	√		

Also Present: Mauro Magarelli, Recording Secretary √

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APPROVAL OF THE MINUTES FOR: November 10, 2015 – Regular Public Meeting

- **Vote #2015-V039: The minutes for the November, 2015 – Regular Public Meeting were approved on an 8-0 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	2					1			
Aye	√	√	√	√	√	√	√		√
Nay									
Abstain									
Absent								√	

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

- 12/7 - The Louis Bay 2nd Library received a Refunding Bond and Release form from PNC Bank regarding the will of Frank Rea, Sr. The library is named as a beneficiary for the amount of \$24,892.58. The form was notarized and filed with Passaic County Surrogate Court.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2015-V040: The Bill List (November 11, 2015 to December 9, 2015, inclusive) was approved on a 9-0 motion by Jean Mele, seconded by Mayor Goldberg.**

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			2	1					
Aye	√	√	√	√	√	√	√	√	√
Nay									
Abstain									
Absent									

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- Beginning with data from November 2015, Monica Glattly will provide the board with a separate “yellow sheet” report regarding all current and pending building and grounds issues. A separate file will be created specifically for HVAC repairs.
- A board resolution will be drafted for the January Board meeting to authorize bids for the HVAC unit repair, with repairs to occur no later than April 1, 2016.
- The Green Team has asked the board’s permission to install snow guard fencing around the rain garden to protect it from potential plowing. The board will clear the installation with the DPW before giving a go-ahead. Also, the board asked that the Green Team be responsible for all maintenance and repair to the snow fence.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- 12/7 - A power outage caused a security system and Wi-Fi malfunction. Both issues are pending repair.
- 12/8 - A technician from PCESC installed the final access for the MERAKI Wi-Fi system, which completes the installation process. Any additional upgrades for the Wi-Fi will be assessed in 2016.
- **Vote #2015-V041: The PCESC Technology Support Services Contract for 2016 was accepted on a 9-0 motion by Richard Spirito, seconded by Vicki Arians.**

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		2						1	
Aye	√	√	√	√	√	√	√	√	√
Nay									
Abstain									
Absent									

POLICY

Vicki Arians, Committee Chairperson

- 12/2 – The Policy Committee discussed reworking the Gallery Exhibit Policy. It was suggested that the gallery policy be included in the existing meeting room application as way to ensure presenters are aware of gallery guidelines.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- 12/5 – The library hosted Santa and Mrs. Claus after the Santa parade. An estimated 150 children attended the event

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PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2015-V042: The board accepted the resignation with regrets of Michelle Petrasek, Young Adult Librarian, effective January 8, 2016 on a 9-0 motion by Joe Metzler, seconded by Mayor Goldberg.**

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			2		1				
Aye	√	√	√	√	√	√	√	√	√
Nay									
Abstain									
Absent									

- The Personnel Committee scheduled a meeting on 12/17 at 1:30 to discuss possible scenarios for alternate staffing solutions.
- Monica presented the board with her recommendations for the position of Reference/IT Librarian, scheduled to be filled in January, 2016.

PROFESSIONAL DEVELOPMENT

Monica A. Smith, Director

- 11/17 - The library hosted the Friends of the Library BCCLS Task Force presentation on relationships between the Friends, Library Board and Staff. Three Board members attended as well, completing the Board's continuing education requirement for 2015.
- 11/18 – Monica Smith and Marilyn Rees attended training for the circulation component of Polaris LEAP so that the Louis Bay 2nd Library can continue as a beta test site.

NOMINATING

Sharon Abbood, Committee Chairperson

- The following board members were approved for reappointment to their current board positions on a 9-0 motion by Mayor Goldberg, seconded by Joe Metzler.
 - *Dr. Richard Spirito for President*
 - *Linda Missonellie for Vice President*
 - *Jean Mele for Treasurer*
 - *Terry Segro for Secretary*

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg</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									

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NEGOTIATIONS

Linda Missonellie Committee Chairperson

- Negotiations for the Non-Supervisory Contract (which will expire in 2015) and a new Supervisory Union Contract will be scheduled for 2016.

MEETING ROOM APPLICATIONS: N/A

OLD BUSINESS

- The board will schedule the annual director’s evaluation for Monica Smith, for her service during 2015.

NEW BUSINESS: N/A

PUBLIC BE HEARD: N/A

MOTION TO ADJOURN:

Library Board Roll Call vote: The meeting was adjourned at 6:28pm on a 9-0 motion by Vicki Arians, seconded by Richard Spirito

	<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 – Wednesday, January 13, 2016 at 5:00 P.M.