

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

Minutes – March 9, 2016 – 4:00 P.M.

MEETING CALLED TO ORDER:

Time: 4:05 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, 2016.

FLAG SALUTE: 4:06pm

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		√	
Theresa DiGeronimo, Supt. Alternate	N/A		√	
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	√		
Dr. Richard A. Spirito, President	12/2015	√		
<i>Monica Smith, Director</i>	N/A	√		
<i>Mauro Magarelli, Recording Secretary</i>	N/A	√		

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

## Board of Trustees Regular Monthly Meeting Minutes

APPROVAL OF THE MINUTES FOR: February 10, 2016 – Regular Public Meeting

- **Vote #2016-V010: The minutes for the February 10, 2016 – Regular Public Meeting were approved on an 8-0 motion by Linda Missonellie, seconded by Joe Metzler.**

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion					<b>2</b>	<b>1</b>			
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

PUBLIC BE HEARD – AGENDA ITEMS ONLY: N/A

COMMUNICATIONS

Monica A. Smith, Director

- A Waiver of Account, Release and Indemnification Agreement for the Frank Rea, Sr. Trust was signed, notarized, and mailed to the attorney, Donald P. Craig of Archer & Geiner. Receipt of our portion of the trust is pending completion of paperwork by all the beneficiaries.
- Kathy Mollica, reference library, will pursue the 2016 Literacy Collection Development Grant opportunity for 2015 Literacy Boot Camp Attendees. This is a \$2500 non-competitive grant to create or expand an existing collection for adult learners who seek to improve their literacy skills.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2016-V011: The Bill List (February 11, 2016 to March 9, 2016, inclusive) was approved on an 8-0 motion by Jean Mele, seconded by Terry Segro.**

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion				<b>1</b>			<b>2</b>		
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

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

## Board of Trustees Regular Monthly Meeting Minutes

### BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- The phone system is not fully operational. Replacement parts are proving difficult to find and a system replacement may be the only option.
- Resolution #2016-R003- Approve expenditure for phone system**

BE IT RESOLVED: That the Louis Bay 2<sup>nd</sup> Library approves the emergency expenditure of up to \$10,000 from the Capital Reserve Account for a new phone system for the Library on an 8-0 motion by Jean Mele, seconded by Richard Spirito, Jr.

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion				<b>1</b>				<b>2</b>	
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

- The board asked that administration begins obtaining quotes for a new copy machine in preparation if the current machine fails beyond repair.
- The Elevator in the main library is operational but continues to have intermittent problems. The repairman stated that he would need the elevator blueprints in order to pursue the matter further. The mayor suggested contacting the building department for the blueprints before purchasing another set. The board requested the blueprints be obtained by the next board meeting.
- The DPW replaced more than 75 light bulbs in various places in the library. Additional light bulbs are needed to replace burnt out bulbs. Monica Glattly will investigate the cost.
- Resolution #2016-R004- Advertise for and accept bids for the HVAC project.**

BE IT RESOLVED: That the Louis Bay 2<sup>nd</sup> Library approves the placing of ads (3/17) to receive bids which are to be opened 4/5 11:00am for the replacement of two HVAC units at the library on an 8-0 motion by Joe Metzler, seconded by Jean Mele.

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion				<b>2</b>	<b>1</b>				
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

### TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- 3/7 - Security Cameras were fixed after a long delay caused by the unit getting lost en route to the manufacturer in China. A new unit has replaced the broken one and a new camera was installed in meeting room C.

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

## Board of Trustees Regular Monthly Meeting Minutes

POLICY: N/A

Vicki Arians, Committee Chairperson

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- 3/17 - Mauro Magarelli and Monica Smith were invited to speak about services the Library has to offer at the Lion's Club bimonthly meeting.

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2015-V012: The board accepted the resignation with regrets of Sandra Hall, effective 3/10/16 on an 8-0 motion by Linda Missonellie, 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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion						<b>1</b>	<b>2</b>		
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

NOMINATING: N/A

Sharon Abbood, Committee Chairperson

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- 3/7 – When the union approves specific language within the supervisors' union contract, the committee will approve the contract.

PROFESSIONAL DEVELOPMENT: N/A

MEETING ROOM APPLICATIONS: N/A

OLD BUSINESS: N/A

NEW BUSINESS:

- The board asked if it was appropriate to give Monica Glattly, business manager, a formalized contract. She is currently an "At-will" employee.
- The board reaffirmed that the outdoor digital sign will only advertise community programs and activities that occur on library grounds.
- The board was notified of potential evacuation sites for Hawthorne student in case of an emergency.

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## Board of Trustees Regular Monthly Meeting Minutes

PUBLIC BE HEARD: N/A

MOTION TO ADJOURN: The meeting was adjourned at 5:12pm on an 8-0 motion by Joe Metzler, seconded by Sharon Abbood.

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</u>	<u>Mayor</u> <u>Goldberg</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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion	<b>2</b>				<b>1</b>				
Aye	√		√	√	√	√	√	√	√
Nay									
Abstain									
Absent		√							

Next Regular Meeting – Wednesday, April 13, 2016 at 5:00 P.M.