

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

Minutes – July 13, 2016 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:00 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:

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 | | |
| Theresa DiGeronimo, Supt. Alternate | N/A | | 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 | | |
| Gary Sinning, Mayor's Alternate | 12/2016 | | x | |
| Richard A. Spirito, Jr. Supt. of Schools | N/A | | x | |
| Dr. Richard A. Spirito, President | 12/2020 | x | | |
| Monica Smith, Director | N/A | x | | |
| Nicholas Jackson, Head of Adult Services, Recording Secretary | N/A | X | | |

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: June 8, 2016– Regular Public Meeting

• Vote #2016-V024: Approving the Minutes for June 8, 2016– Regular Public Meeting.

Library Board Roll Call Vote – Passed 6-0

| | <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 | | | | | 1 | | 2 | | |
| Aye | x | x | | | x | x | x | | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | x | x | | | | x | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS

Monica A. Smith, Director

Ms. Smith discussed the rationale for Mr. Moran visit (NJ Dept. of Labor & Workforce Development). Mr. Moran inquired about the documentation regarding the bid for the contract to replace the HVAC. Mr. Moran was directed to the Town Hall and received the paperwork he was looking for regarding bid. Mr. Moran also asking for certified payroll documentation from Reiner. Boswell will need to submit said paperwork.

As for Reiner CHECK # 7148, hold off until certified payroll documents are submitted.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

• Vote #2016-V025: Approving the Bill List (May 11, 2016 to July 13, 2016, inclusive)

Library Board Roll Call Vote – passed 6-0 –

| | <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 | | 2 | | | | 1 | | | |
| Aye | x | x | | | x | x | x | | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | x | x | | | | x | |

PSE&G bill was higher than last month. The increase in the electric bill is mostly likely do to the weather.

The annual audit was done on 6/30, 7/1, 7/7. The Board plans to invite the auditor to present to the Board at the next Board meeting after they send us the completed audit.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

See separate report

6/30: Although, the boiler failed inspection, it was installed only two to three years ago. It is not the boiler itself, but a part of the boiler which is leaking. The question was raised who installed the boiler; Mr. Metzler will look into that issue.

7/8: Ms. Smith and Mr. Metzler removed the gallery hardware from Meeting Rooms A & B before the rooms were painted.

To compensate for the seized fans in HVAC units #5 & #7, the temperature on the other units have been decrease. The repairs on the HVAC unit will be paid from Capital Reserve. Although, we have a total from Reiner for \$2,100, the Board would like an itemized list of parts and labor, and for the total not to exceed \$2,100.

There is left over paint from painting Meetings Rooms A & B, the left over paint could be used to paint Meeting Room C in the future.

A new gallery hardware system will be installed in the near future. The parts and labor is being paid for by the Friends of the Library.

Although, the magazine shelves were moved, they need to be moved again for better use of the space. Nonetheless, the magazines have been placed on the shelves so they can be accessed by the patrons.

Due to PSEG replacing poles and removing trees, the Library closed to the parking lot to safeguard again accidents.

- **Resolution #2016-R07: To approve the expenditure of up to \$2100 from the Capital Reserve Account to Reiner, Inc, for the repair of two rooftop units, #5 and #7.**

Library Board Roll Call Vote – Passed 6-0

| | <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 | | | | | 1 | | 2 | | |
| Aye | x | x | | | x | x | x | | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | x | x | | | | x | |

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

The Library is looking into working with a different company to correct the issues with the security cameras system. Currently, the system is not recording. But, all 27 cameras are working. With the new security, there would be more recording memory and the Library could increase the number of cameras. The Board recommended additional cameras to cover any dead spots. Also, the Library will look into having the Hawthorne Police Department have remote access to the system. The new company quote for fixing the system is quite high. The Technology Committee will meet regarding this issue.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

POLICY

Vicki Arians, Committee Chairperson

[Click here to enter text.](#)

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2016-V026: Approve the following personnel changes:**
 - **Accept the resignation of Lauren Paris, effective 7/29/2016**
 - **Accept the resignation of Ruth Quiles, effective 7/13/2016**

The Library will first look internally for a Programming Coordinator candidate. As for the part-time Reference Librarian position, the Library is still looking for a qualified candidate and may merge the duties of the part-time Instructional Technology Librarian with the part-time Reference Librarian position, and post that ad in the fall.

Library Board Roll Call Vote – passed 6-0

| | <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 | | 2 | | | | 1 | | | |
| Aye | x | x | | | x | x | x | | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | x | x | | | | x | |

PROFESSIONAL DEVELOPMENT

Monica Smith, Director

NOMINATING

Sharon Abbood, Committee Chairperson

[Click here to enter text.](#)

NEGOTIATIONS

Linda Missonellie Committee Chairperson

[Click here to enter text.](#)

MEETING ROOM APPLICATIONS

Meeting Room application for the program “Through the Shame of Panic and Anxiety into Possibilities” has been approved.

OLD BUSINESS

- Dynamic Security service call log
- Boswell Engineering- check hold

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NEW BUSINESS

Inform Walgreens that they may hold a Flu clinic in the Library after the Town’s Flu clinic and they will have to pay for the use of the Meeting Room.

More PR notices need to be sent to the Hawthorne Press.

Ms. Abbood recommended a program (Operation Life Saver) about safety regarding trains and train tracks for both children and adults. She will get the information to the Library and we will plan a program for the fall.

Look at electric sign to see if it displays the information about the Farmer’s Market on Sundays.

Pay Dynamic Security

Hold Reiner & Boswell checks

PUBLIC BE HEARD:

MOTION TO ADJOURN: (6:30)

Library Board Roll Call Vote – passed 6-0

| | <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 | | 2 | | | | 1 | | | |
| Aye | x | x | | | x | x | x | | x |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | x | x | | | | x | |

Next Regular Meeting- Wednesday, August 17, 2016 at 5:00 P.M.

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Summary of Resolutions and Votes

- **Vote #2016-V024: Approving the Minutes for June 8, 2016– Regular Public Meeting** 2
- **Vote #2016-V025: Approving the Bill List (May 11, 2016 to July 13, 2016, inclusive)** 2
- **Resolution #2016-R07: To approve the expenditure of up to \$2100 from the Capital Reserve Account to Reiner, Inc, for the repair of two rooftop units, #5 and #7.** 3
- **Vote #2016-V026: Approve the following personnel changes:** 4
 - **Accept the resignation of Lauren Paris, effective 7/29/2016**
 - **Accept the resignation of Ruth Quiles, effective 7/13/2016**