

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

Minutes – December 14, 2016 – 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, 2016.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Sharon Abbood	03/2017	*		5:08
E. Vicki Arians	12/2019	*		5:31
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	*		5:22
Gary Sinning, Mayor's Alternate	12/2017	*		
Richard A. Spirito, Jr. Supt. of Schools	N/A	*		
Dr. Richard A. Spirito, President	12/2020	*		
Monica Smith, Director	N/A	*		
Nicholas Jackson Recording Secretary	N/A	*		

Approval of the minutes for November 9, 2016– Regular Public Meeting

**• Vote #2016-V044: Approving the Minutes for November 9, 2016– Regular Public Meeting.**

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						1		2	
Aye			*	*	*	*		*	*
Nay									
Abstain									
Absent	*	*					*		

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

COMMUNICATIONS

Monica A. Smith, Director

None

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2016-V045 Approving the Bill List (November 9, 2016 to December 14, 2016, inclusive)**

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									
Aye									
Nay									
Abstain									
Absent									

Since the Business Manager has been ill, no financial reports and bill lists were prepared.

Ms. Smith was able to prepare the Itemized List year to date.

Ms. Smith is still waiting to receive the budget template for 2017 from the Borough.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Since the Business Manager has been ill, no separate buildings and grounds were prepared.

According to Mr. Metzler, a piece of the metal is missing from the roof.

The roof drains were cleaned during the last week of November.

The loud banging noise that seemed to be emanating from the HVAC unit (10/12 & 11/19) on the roof has been looked at by Reiner. However, no cause can be found.

The toilet in the ladies room in the main area of the Library broke on 12/3 and was fixed on 12/5.

The light pole with the handicapped parking sign was repaired on 12/6.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

The installation of the new security system is being rescheduled. Ms. Smith would like to be on-site when Open Systems installs the new system.

A reminder from Ms. Smith, the Library is will have the BCCLS Core Switch replaced sometime in 2017, for \$1200, the date and time has not been scheduled.

- Vote #2016-V046: Approve the NRESC Shared Services Agreement for Technology Support Services for 2017**

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				2				1	
Aye	*		*	*	*	*		*	*
Nay									
Abstain									
Absent		*					*		

The Board approved the NRESC Shared Services Agreement for Technology Support Services. The increase outlined in the agreement is the cost of a field technician per hour.

POLICY

Vicki Arians, Committee Chairperson

None

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

The Library had great success with the Santa parade.

PERSONNEL

Linda Missonellie, Committee Chairperson

Ms. Sara Kosa began her position as a Page on 12/6.

The Library closed early on 12/9 for a Staff meeting that afternoon. The Staff meeting included a presentation by the Chief of Police on active shooters.

The discussion regarding the job description for the Business Manager position was tabled.

**Vote #2016-V047: Approve the Board of Trustees Officers for 2017**

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			1		2				
Aye	*		*	*	*	*		*	*
Nay									
Abstain									
Absent		*					*		

The Board officers will remain the same:

- Dr. Richard A. Spirito as President
- Linda Missonellie as Vice President
- Jean Mele as Treasurer
- Terry Segro as Secretary

NEGOTIATIONS

Linda Missonellie Committee Chairperson

Ms. Smith has not received the signed contract from UPSEU.

PROFESSIONAL DEVELOPMENT

Ms. Smith completed her coursework for the Accounting & QuickBooks Certificate at the Small Business Development Center at Raritan Valley Community College.

Ms. Smith, Ms. Fletcher, and Mr. Jackson are seeking postings on a variety of BCCLS System Council Committees.

MEETING ROOM APPLICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

- Vote #2016-V048: Approve the Mary Lou Frankel Statue and Plaque and Friends Banner**

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			1		2				
Aye	*		*	*	*	*		*	*
Nay									
Abstain									
Absent		*					*		

The President of the Friends, Jayne Ace-Bosgra, presented information regarding the statue the Friends of the Library are going to get in memory of Mary Lou Frankel. The bronze statue will be a table-top statue, 27inches wide by 17 inches high, 12 inches wide and weighs about 30 pounds with a marble base. In addition, the Friends will display a banner in the main entrance of the Library.

PUBLIC BE HEARD: None

MOTION TO ADJOURN at 5:45 pm.

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			2		1				
Aye	*	*	*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

**Next Regular Meeting – Wednesday, January 11, 2017 at 5:00 P.M.**

## Summary of Resolutions and Votes

- **Vote #2016-V044: Approving the Minutes for November 9, 2016– Regular Public Meeting** 2
- **Vote #2016-V045 Approving the Bill List (November 9, 2016 to December 14, 2016, inclusive)** 2
- **Vote #2016-V046: Approve the NRESC Shared Services Agreement for Technology Support Services for 2017** 3
- **Vote #2016-V047: Approve the Board of Trustees Officers for 2017** 4
- **Vote #2016-V048: Approve the Mary Lou Frankel Statue and Plaque and Friends Banner** 5