

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

## Board of Trustees Regular Monthly Meeting

### Minutes – June 14, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:02 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, 2017.

FLAG SALUTE:

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	12/2021	*		
Linda Missonellie, Vice President	12/2018	*		
Terry Segro	12/2017	*		5:25
Gary Sinning, Mayor's Alternate	12/2017		*	
Richard A. Spirito, Jr. Supt. of Schools	N/A	*		5:20
Dr. Richard A. Spirito, President	12/2020	*		
Monica Smith, Director	N/A	*		
Nicholas Jackson Recording Secretary	N/A	*		

APPROVAL OF THE MINUTES FOR: May 10, 2017– Regular Public Meeting

**• Vote #2017-V016: Approving the Minutes for May 10, 2017– Regular Public Meeting.**

Library Board Roll Call Vote

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion				2	1				
Aye	*			*	*	*			*
Nay									
Abstain									
Absent		*	*				*	*	

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

COMMUNICATIONS

Monica A. Smith, Director

Ms. Smith had tried to email Ms. Mele. However, Ms. Mele’s email address has not been working properly. Ms. Mele stated that this has been a recently problem, but she gave Ms. Smith a different email.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2017-V017: Approving the Bill List for 5/11/2017 through 6/14/2017 , inclusive.**

Library Board Roll Call Vote

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion				1		2			
Aye	*			*	*	*			*
Nay									
Abstain						*		*	
Absent		*	*						

\*Ms. Missonellie absented on Bill Item #7494.

The members of the Board inquired to the nature of several items on the Bill List. Ms. Mele asked who Reclaim Hosting was; Ms. Smith stated they are the company who is currently hosting the Library’s website. Since, the former hosting company (Alonso Consulting/Awesome Library Services) will not be hosting library websites anymore. Also, Ms. Mele asked who Dr. Kane was; Mr. Jackson stated he was a part of the Library’s “sports week” program. The Library had over 30 people in attendance for said program. Mr. Metzler asked how many members of the Hawthorne Fire Department Band were at the Library. Mr. Jackson said there were about 20 members of the band and over 60 people in attendance.

Dr. Spirito asked about the eBooks/Kindle expenses on the Itemized Spending by Category YTD. Mr. Jackson stated that the Library has three Kindle Paperwhites and that the Library purchases popular titles to be downloaded onto the Library’s Kindles so patrons can borrow them. Mr. Metzler asked if there were a holds on them. Currently, there are no holds, but one can place a hold and there were holds in the past. Ms. Smith added that borrowing a Kindle from the Library is a good way of learning how to use it before a patron would get one for themselves.

Dr. Spirito asked why the Itemized Spending list looked different from those in the past. Ms. Puzen answered that she printed the list in its expanded format as opposed to the condensed format.

Ms. Mele asked why there were copied vouchers for Midwest Tapes, Ms. Puzen stated that if the vendor did not sign and mail back the voucher, she had to fax it to them.

A patron must have dropped off used ink cartridges in meeting room C, although the Library received a call regarding the disposal of ink cartridges and the Library stated it did not take large ink cartridges.

Ms. Smith discussed the need for payroll vouchers to be signed in the absence of the Director. She recommended that the Board Treasurer (Ms. Mele) and the Board President (Dr. Spirito) review and sign the vouchers. Dr. Spirito recommended that Ms. Puzen (Business Manager) sign the vouchers and one of the Board members could co-sign, since Ms. Puzen would know whether the time sheets were correct or not.

**BUILDINGS AND GROUNDS**

Joseph Metzler, Committee Chairperson

**Resolution #2017-R005: Approve Jose’s Cleaning Service Corp bid for \$1350.00**

Library Board Roll Call Vote

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion	2				1				
Aye	*			*	*	*	*	*	*
Nay									
Abstain									
Absent									

The Board reviewed the window cleaning bids, compared the prices, and with the recommendation of the Fort Lee Public Library choose Jose’s Cleaning Service Corp bid for \$1350.00, pending proof of insurance.

The main elevator was repaired on 5/12. The Otis Elevator repair person stated that the issue was a bad sonic connector. It has been running without incident ever since.

On 5/23 Ms. Smith met with Nancy Dalzell (Design Director) of Creative Library Concepts to review how the Foyer of the Library can be transformed into a more usable and aesthetic space. Ms. Smith is still waiting for the draft of the plans.

**TECHNOLOGY**

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith has received the quote to move the Library’s equipment from the BCCLS cabinet from NRESC. However, she still have yet to receive the quote for upgrading staff PCs, software, scanners, and other technical equipment from NRESC.

There is an issue with one of the wifi access points in the Children’s room. A new one is being sent to us and NRESC will install it.

The Library website has been migrated to Reclaim Hosting.

**POLICY**

Vicki Arians, Committee Chairperson

Ms. Smith asked the Board if they wanted her to place on the July or August agenda the discussion regarding the proposed BCCLS’s billing structure and reciprocity funding. Since, it will be voted on by the System Council on September 14<sup>th</sup>. Dr. Spirito stated which month she thought best. Ms. Smith will place it on the July agenda. Dr. Spirito followed with the request for a brief overview of the proposed billing scheme.

Ms. Smith discussed how the proposed billing scheme would change how libraries were charged by BCCLS for BCCLS services, by having it linked to a host of different factors (library budget, population, collection, circulation, etc) rather than a flat rate per Polaris share (our ILS). Since, in the near future, Polaris will move to a web-based model. This would be for the BCCLS 2018 budget.

The Library currently has 7 PCs that has Polaris on them. The Library pays \$3000 a share, for a total of \$21,000 per year. Ms. Missonellie asked if we could function with fewer shares. The Library could not function with less.

Ms. Smith is on the Billing Task Force which constructed this model and will get the Board electronic copies before the next Board meeting.

The issue regarding reciprocity funding was also discussed. Currently, the libraries who lend the most within BCCLS are rewarded with a stipend bi-annually. The recommendation is to have these funds come from the Bergen County Freeholders annual contribution to BCCLS, instead of being a part of each library BCCLS's bill.

**COMMUNITY PUBLIC RELATIONS**

Jean Mele, Committee Chairperson

Ms. Smith highlighted some of the programs that were held at the Library, from Mother's Day cookie exchange, to Mahjong, Adult Summer Reading, to a joint Mother's Day program with the Ho-Ho-Kus Public Library.

**PERSONNEL**

Linda Missonellie, Committee Chairperson

- **Vote #2017-V018: Approve the hiring of Miriam Sokolska (replacing Nafin Elias), Page, effective 5/31/17**

*Library Board Roll Call Vote*

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion					2	1			
Aye	*			*	*	*	*	*	*
Nay									
Abstain									
Absent		*	*						

**NOMINATING**

Sharon Abbood, Committee Chairperson

None at this time

**NEGOTIATIONS**

Linda Missonellie Committee Chairperson

Ms. Smith had the first meeting with IUJAT on 6/2. The next meeting is scheduled for 6/16.

Mr. Bush has the information regarding the staff that is in the bargaining unit. Ms. Mele will have copies for the committee.

**MEETING ROOM APPLICATIONS**

None at this time.

**PROFESSIONAL DEVELOPMENT**

The Library hosted an Adult Literacy training session of 9 members of the staff on 5/9. The training was done by the Project Literacy of Great Bergen County. It was paid for by a staff training grant from LibraryLinkNJ.

The Library hosted a BCCLS LAMP Committee Community Circle Breakfast on 5/16.

Three members of the staff attended the Book Expo at the Javits Center.

Two members of the staff volunteered at BooksNJ 2017 at the Paramus Public Library.

The next System Council meeting will be on 6/15 at the Hasbrouck Heights Public Library.

**OLD BUSINESS**

None at this time.

**NEW BUSINESS**

Ms. Mele discussed the possibility of the Library being a part of a grant for Open Spaces. It may require a plan from a landscape designer, but she will check with Mr. Maurer.

Ms. Puzen asked for one of the Board signatories for the Library’s Columbia Bank account to request a copy of the holding for the auditors.

**FRIENDS OF THE LIBRARY**

The Friends had six of the Library’s chairs reupholstered.

The Friends attended a BCCLS program in Maywood called the Performers Showcase.

The Nash East concert on 5/5 was well attended.

The Friends of the Library will have a book cart at the Pool this summer for members of the public to take. The books will come from the book sale.

**MOTION TO ADJOURN: 6:25pm**

*Library Board Roll Call Vote*

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion					1		2		
Aye	*			*	*	*	*	*	*
Nay									
Abstain									
Absent									

**Next Regular Meeting – Wednesday, July 12, 2017 at 5:00 P.M.**

## Summary of Resolutions and Votes

- **Vote #2017-V016: Approving the Minutes for May 10, 2017– Regular Public Meeting.** 2
- **Vote #2017-V017: Approving the Bill List for 5/11/2017 through 6/14/2017 , inclusive.** 2
- **Resolution #2017-R005: Approve Jose’s Cleaning Service Corp bid for \$1350.00** 3
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