

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

## Board of Trustees Regular Monthly Meeting

Minutes – July 12, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:03 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	*		5:55
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		*	
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	*		
Mary Ellen Puzen Business Manager	N/A	*		

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

**• Vote #2017-V019: Approving the Minutes for June 14, 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: Not at this time.

**COMMUNICATIONS**

Monica A. Smith, Director

Ms. Smith presented a thank you card from a patron who received assistance from the Reference Librarians (who assisted her with her resume and job search) and a thank you letter from an individual who ran a successful evening program at the Library. Both notes commented how helpful and pleasant the Library staff was.

Dr. Spirito acknowledged the passing of Katherine Jane Van Der Eems, a former Board President & Board member, and stated that the Louis Bay 2<sup>nd</sup> Library would be donating \$100 to the Hawthorne Gospel Church “Mission Fund” in memory of Katherine Jane Van Der Eems.

**FINANCIAL REPORTS/BILL LIST**

Jean Mele, Committee Chairperson

**• Vote #2017-V020: Approving the Bill List for 6/15/2017 through 7/12/2017 , 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			2	1					
Aye	*		*	*	*	*		*	*
Nay									
Abstain									
Absent		*					*		

\*Ms. Missonellie absented on Bill Item #7529.

Dr. Spirito inquired about #17, Supplies Contra, on the Itemized Spending by Category YTD. He wanted to know why the dollar amount in the \$ Over Budget column was in the negative. Ms. Smith & Ms. Puzen answered that the supply contra number is what the Library anticipates on collecting from printing, faxing, and scanning fees. Further, Dr. Spirit asked what the likelihood the rest of the anticipated funds will be collected. Since the Library has collected over half of what it anticipated so far for 2017, Ms. Smith is not concerned about the difference. Mr. Metzler asked since the services were being used more, would that not decrease what was collected. Ms. Smith said that if the Library services were used more, the Library would collect more in fees and replenish the funds.

Also, Dr. Spirito asked about the #17P, Postage, on the Itemized Spending by Category YTD. He stated that the line item was over budget. Ms. Smith & Ms. Puzen said that it is recorded that way because how the Pitney Bowes machine works and how the account is setup. However, the Library is not over budget and there are funds for postage.

## BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Ms. Smith presented the two designs for the Foyer redesign, "Plan A" and "Plan B", from Ms. Dalzell of Creative Library Concepts. Ms. Smith said that Plan A, with the reading area feature in the corner of the foyer was preferred by the staff, especially since this area will be carpeted and off to the side. Dr. Spirito inquired about the differences between the two plans. Ms. Smith said that Plan A places the study tables in the center of the foyer, while Plan B places them in the corner and the reading area in the center. Further, there are no permit structures in either of these plans. Mayor Goldberg stated that the Library should pursue which plan the staff likes better. Dr. Spirito stated that no formal vote was necessary and asked Ms. Smith to follow up on pricing for Plan A. Mayor Goldberg asked Ms. Smith if the Library had received the check from the Rotary Club? Ms. Smith said once she had the estimate from Creative Library Concepts, she would make the formal request.

Reiner began the "spring" HVAC preventative maintenance on the Library's HVAC system on 7/7 and completed it on 7/10.

Jose's Cleaning Service cleaned all of the Library's windows on 7/7.

## TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- **Resolution #2017-R006: Approve purchase of technology equipment from Capital Reverse, not to exceed \$3,000 dollars.**

*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. Smith received the quotes from NRESC for moving and changing the Library's equipment in the BCCLS cabinet and received the quote from CDWG for the new Library scanners, laptop, and software. Reconfiguring the Library's network equipment will be done by NRESC and it will be paid for out of this year's Library budget. The new scanners, laptop and software from CDWG, will be paid for out of capital reverse.

The non-BCCLS staff PCs, 11 in total, will be upgraded every two years, starting with the ones that need it most. Ms. Smith will work on a schedule for which PCs should be upgraded first.

## POLICY

Vicki Arians, Committee Chairperson

Ms. Smith and Mr. Jackson discussed the importance of letting authors who are doing programs at the Library be able to sell their books at the end of the event. Ms. Smith offered two policies for a library in New Jersey and outside New Jersey. Mr. Jackson compiled a list of the libraries in BCCLS that has regular author visits. Further, he discussed feedback he received from other libraries via email regarding policies. Many libraries do not have a policy regarding invited authors selling books at the Library.

Although, there will be no formal policy regarding Author visits and book selling, it will be the responsibility of the Head of Adult Services and other members of the Adult Services team to vet the authors who are invited to the Library and who are going to be selling their books. The Library will request a copy of the author's book to be donated to the Library. The Library will not be responsible to mediate any of the sell transactions.

Ms. Smith discussed the current work and state of the BCCLS Billing Task Force proposed billing model. This proposed model changes and restructures the formula for how member libraries pay for being a part of BCCLS. This billing model takes into account many factors; 1/3 of a mil, population, and collection size to name a few.

At the moment, the proposed model is being revised by the Committee. One of the models will be voted on at the BCCLS System Council in September.

Ms. Smith also discussed changes to Reciprocity Borrowing & Lending. Currently, net lenders are rewarded and net borrowers are penalized. However, within the proposed reciprocity model, net borrowers will not be penalized, and the monetary reward will come from the funding from the Bergen County Freeholders and once that is distributed, the funds are depleted for that year. Ms. Missonellie asked if the Passaic County Freeholders funded PALS. Mr. Jackson stated yes, somewhere between \$70,000-75,000 per year according to the County Freeholders office. Further, PALS is made up of Passaic and Essex libraries, so Hawthorne could ask the County Freeholders for some funding, although the Library is a part of BCCLS.

**COMMUNITY PUBLIC RELATIONS**

Jean Mele, Committee Chairperson

Ms. Smith highlighted a number of the Library’s programs and their attendance for June. Ms. Mele commented that the Library has well attended programs. Mr. Jackson thanked her and said he and his staff are quite pleased that the patrons of the library are enjoying the programming we are putting forth.

**PERSONNEL**

Linda Missonellie, Committee Chairperson

- **Vote #2017-V021: Accept the resignation of Alexandra Bickel, Librarian – Adult Services / Reference, effective 7/21/17.**

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

Ms. Smith stated that Ms. Bickel was resigning from the Louis Bay 2<sup>nd</sup> Library to take a position at the Mahwah Public Library. Mr. Metzler asked why she was leaving. Mr. Jackson said it offered her different learning opportunities. Mayor Goldberg stated that the Board accepts her resignation will regret.

- **Vote #2017-V022: Approve the hiring of Jessica Bielen, Librarian – Adult Services / Reference, replacing Alexandra Bickel, at \$45,000 annual salary, 70 hour pay period, effective 7/24/17.**

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

Mr. Metzler inquired if Ms. Bielen was being hired for the same position Ms. Bickel’s is leaving. Ms. Smith said yes. Ms. Missonellie asked about the salary, Ms. Smith stated that the salary fit the new hire’s experience and education.

**NOMINATING**

Sharon Abbood, Committee Chairperson

None at this time

NEGOTIATIONS

Linda Missonellie Committee Chairperson

The next IUJAT negotiations meeting will be on 8/4.

MEETING ROOM APPLICATIONS

None at this time.

PROFESSIONAL DEVELOPMENT

Ms. Smith discussed the different professional development meeting and committees she is engaged with: CALM, BCCLS System Council, BCCLS Reciprocity Task Force, and Director Brown Bag Lunch.

OLD BUSINESS

None at this time.

NEW BUSINESS

None at this time

FRIENDS OF THE LIBRARY

Ms. Smith talked about the book cart the Friends of the Library has at the Pool for people to read. The books are labeled with summer reading sticks and the cart is replenished from the Book Sale.

MOTION TO ADJOURN: 6:30pm

*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							*	*	

**Next Regular Meeting – Wednesday, August 16, 2017 at 5:00 P.M.**

## Summary of Resolutions and Votes

- Vote #2017-V019: Approving the Minutes for June 14, 2017 – Regular Public Meeting. 2
- Vote #2017-V020: Approving the Bill List for 6/15/2017 through 7/12/2017, inclusive. 2
- Resolution #2017-R006: Approve purchase of technology equipment from Capital Reverse, not to exceed \$3,000 dollars 3
- Vote #2017- V021: Accept the resignation of Alexandra Bickel, Librarian – Adult Services / Reference, effective 7/21/17 4
- Vote #2017- V022: Approve the hiring of Jessica Bielen, Librarian – Adult Services / Reference, replacing Alexandra Bickel, at \$45,000 annual salary, 70 hour pay period, effective 7/24/17. 4