

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

Minutes – January 10, 2018 – 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, 2018.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
E. Vicki Arians	12/2019		*	
Theresa DiGeronimo, Supt. Alternate	N/A		*	
Lori Garrison	12/2022		*	
Richard Goldberg, Mayor	N/A	*		
Jean Mele	12/2022	*		
Joseph Metzler	12/2021	*		
Linda Missonellie, Vice President	12/2018	*		
Gary Sinning, Mayor's Alternate	12/2018	*		
Richard A. Spirito, Jr. Supt. of Schools	N/A	*		
Dr. Richard A. Spirito, President	12/2020	*		
Evan Toth	12/2022	*		
Monica A. Smith, Director	N/A	*		
Nicholas Jackson Recording Secretary	N/A	*		
Mary Ellen Puzen Business Manager	N/A	*		

APPROVAL OF THE MINUTES FOR: December 13, 2017– Regular Public Meeting

• Vote #2018-V001: Approving the Minutes for December 13, 2017– Regular Public Meeting.

Library Board Roll Call Vote

	Vicki Arians	Lori Garrison	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Richard Spirito / DiGeronimo	Dr. Spirito	Evan Toth
Motion				2	1				
Aye			*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

N/A

1. ADOPTION OF BY-LAWS AND POLICY MANUAL:

• Resolution #2018-R01: Adoption of the By-laws, Policies, and Procedures; Naming Official Newspapers; Naming Official Depositories; Naming the annual auditor

BE IT RESOLVED: That the Louis Bay 2nd Public Library adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Library Director.

2. DESIGNATION OF OFFICIAL NEWSPAPERS:

BE IT RESOLVED: That The Record, Herald News, and the Hawthorne Press be designated the official newspapers of the Louis Bay 2nd Public Library, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 1, 2018 through December 31, 2018.

3. BANK DEPOSITORIES:

BE IT RESOLVED: That the Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2018 through December 31, 2018.

- Atlantic Stewardship, Hawthorne, NJ
- Bank of America, Hawthorne, NJ
- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- Hudson United Bank, Franklin Lakes and Mendham, NJ
- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Valley National Bank, North Haledon, NJ
- Wells Fargo, Hawthorne, NJ

4. AWARD OF CONTRACT FOR AUDITOR SERVICES:

BE IT RESOLVED: That the firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 1, 2018 through December 31, 2018 at an annual fee of \$2,350.00 per their proposal which includes the services as follows:

Library Board Roll Call Vote for Items 1 through 4:

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			1				2		
Aye			*	*	*	*	*	*	*
Nay									
Abstain						#2			
Absent									

Ms. Smith stated that the resolutions below are the standard one the Library Board votes on at the beginning of the year.

The Board discussed combining the Secretary with the Treasurer position of the Board. This action was taken and voted on during the Nominating session of the Board meeting.

The Board wanted to keep the position of Head of Adult Services as the Recording Secretary, so all Board members could be active participants in the meetings.

One revision will need to be made to item number three, regarding bank depositories, Valley National Bank is in North Haledon, NJ.

Ms. Missonellie abstains on #2.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- **Vote #2018-V002: Approving the Bill List for 12/14/2017 through 1/10/2018 , inclusive.**

Library Board Roll Call Vote

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			1				2		
Aye			*	*	*	*	*	*	*
Nay									
Abstain						#7707			
Absent									

Mr. Metzler asked why we had a bill from South Jersey Energy. Ms. Puzen stated that it was for gas, along with PSE&G. Although, the gas bill was over \$13,000, it included December.

Ms. Missonellie asked what the Library purchased from Amazon. Ms. Smith & Ms. Puzen answered new chairs for the staff.

Dr. Spirito asked if this closed the year out, and Ms. Puzen said yes, it did.

Ms. Missonellie abstains on #7707

COMMUNICATIONS

Monica A. Smith, Director

N/A

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Ms. Puzen presented her buildings and ground report to the Board:

- The DPW moved the furniture in the foyer back after the foyer was painted. A toilet in the girl’s bathroom in the Children’s Room was replaced. The staff bathroom toilet in the basement was fixed. The Library is still waiting to hear back from the DPW regarding six holes in the Children’s Room.
- As for general Library maintenance, Mr. Weisz painted the foyer and Mr. Gordon completed work on the foyer, as well as sealing the opening outside of Children’s. Squirrels became trapped in the Library and Acorn placed two traps in Children’s; however, Mr. Jackson got one squirrel out and Ms. Smith and the gentleman from Acorn caught the second one. Reiner fixed a heating issue in the Admin office. New computers were installed in the Admin office and Children’s office.

Mr. Metzler, Ms. Smith, Ms. Puzen, & Mr. Jackson discussed the squirrel issues the Library has had having. There has been no further sighting of any more squirrels. In another week’s time, Mr. Meltzer and the DPW can seal the holes in the Children’s office.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

NRESC is currently doing a lot of work in the Library. They are installing and configuring the new PCs as well as reconfiguring the four old PCs. The Library will have Chromebit attached to the TV in the foyer. A new monitor was installed for the security system. NRESC is working on getting the Library software licenses for the laptop. A check out station will be added to the YA Room. Although, the Library was charged a restocking fee by CDWG, NRESC will deduct it off the Library’s bill since they were responsible for sending it back on time.

POLICY

Vicki Arians, Committee Chairperson

N/A

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Ms. Smith thanked Mayor Goldberg for including the Library staff at the Mayor’s and Council’s Holiday events at the Ambulance Corps and Puzo’s.

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2018-V003: Accept the resignation of Nicholas Jackson, Head of Adult Services, effective January 19, 2018**

Library Board Roll Call Vote

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				1	2				
Aye			*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

The Board accepted Mr. Jackson’s resignation with regret.

NOMINATING

OPEN, Committee Chairperson

Nominations for officers for 2018:

- President – Dr. Spirito
- Vice President – Linda Missonellie
- Treasurer & Secretary – P. Jean Mele

Vote #2018-R02: Approving the combining of the role of Treasurer and Secretary.

Library Board Roll Call Vote

	<u>Nicholas Jackson</u>	<u>Vicki Arians</u>	<u>Lori Garrison</u>	<u>Mayor Goldberg / Sinning</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Linda Missonellie</u>	<u>Richard Spirito</u>	<u>Dr. Spirito</u>	<u>Evan Toth</u>
Motion	2			1				2		
Aye	*			*	*	*	*	*	*	*
Nay										
Abstain							#			
Absent										

The discussion regarding combining the offices of Treasurer and Secretary continues. The Board thought it best to join the two offices if and until another member of the Board desired to take on the role of Secretary.

NEGOTIATIONS

Linda Missonellie Committee Chairperson

The mediation was concluded on December 20th. Ms. Smith will update the contract with the new changes, and will send it to the Borough Administrator.

The Board asked what changes need to be made, Ms. Smith and Dr. Spirito stated the length of the contract, the language is the same as the other contract, and it was a two percent increase. This contract goes from 2107-2019 and the other contract ends this year.

STRATEGIC PLAN

Monica A. Smith, Committee Chairperson

The first Strategic Plan Committee Meeting was on December 29th. The next meeting was planned for January 4th. However, due to a bad snow storm the Library closed early. The following action items were assigned: Ms. Smith creation of the Public Survey, Ms. Fletcher, the creation of the Staff Survey, and Mr. Jackson development of Focus Groups.

Ms. Smith submitted a piece to the Hawthorne Magazine regarding the Library’s reasons for doing a strategic plan and in what way the public can help.

The next committee meeting will be held on January 11th at 10am.

MEETING ROOM APPLICATIONS

None

Mr. Metzler brought up an issue that happened with the Fire Departments meeting room application and a meeting they thought they had scheduled. The Library did not have paperwork from the Fire Department for 2018, however, said paperwork was given, but has not yet been returned.

PROFESSIONAL DEVELOPMENT

Library closing at 3:00pm on Friday for an All Staff Meeting.

OLD BUSINESS

Ms. Missonellie asked if the Library could purchase and host a screening of Glen Campbell: I'll Be Me (2014). Mr. Jackson and another member of the Adult Services are looking into getting permission to show it. Since it is not covered by the current movie license the Library has.

NEW BUSINESS

Dr. Spirito and Ms. Smith asked members of the Board to please check if the contact information the Library has is correct. Mr. Toth added his information.

Also, with the addition of the two new Board members, Dr. Spirito asked Mr. Toth which committees he would like to be on. Mr. Toth said Buildings & Grounds and Technology. Mayor Goldberg became Nominating Chair and Ms. Garrison was adding to Policy and Nominating.

Ms. Puzen asked if the Library could have a policy regarding closing for snow. The Board said it did not need a policy, but would try to make the decision to close if need be as soon as possible. The Mayor added that the Board would make the call early and that the Borough offices does not closed.

In addition, the Board decided to change the Meeting time of the Board meeting from 5pm to 4:30pm. Ms. Smith will resend all the public notices.

FRIENDS OF THE LIBRARY

N/A

MOTION TO GO INTO PRIVATE SESSION:

Library Board Roll Call Vote

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

PRIVATE SESSION:

MOTION TO EXIT FROM PRIVATE SESSION:

Library Board Roll Call Vote

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

MOTION TO ADJOURN: 5:51pm

Library Board Roll Call Vote

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</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>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion					2	1			
Aye			*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday, February 13, 2018 at 4:30 P.M.

Summary of Resolutions and Votes

- **Vote #2018-V001: Approving the Minutes for December 13, 2017– Regular Public Meeting.** 2
- **Resolution #2018-R01: Adoption of the By-laws, Policies, and Procedures; Naming Official Newspapers; Naming Official Depositories; Naming the annual auditor** 2
- **Vote #2018-V002: Approving the Bill List for 12/14/2017 through 1/10/2018 , inclusive.** 3
- **Vote #2018-V003: Accept the resignation of Nicholas Jackson, Head of Adult Services, effective January 19, 2018** 4
- **Vote #2018-R02: Approving the combining of the role of Treasurer and Secretary.** 5