

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

Minutes – March 14, 2018 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:34PM

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 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:

Introduced new Board Member, Lori Garrison, and Morgan Taylor who is due to start on 3/27/2018 as Head of Adult Services.

ROLL CALL:

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

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: February 13, 2018– Regular Public Meeting

Vote #2018-V008: Approving the Minutes for 13-Feb-2018– Regular Public Meeting.

Library Board Roll Call Vote – Passed 5-0, 1 abstention

| | <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 | | | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | X | | | | | | | |
| Absent | X | | | | X | | X | | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

Vote #2018-V009: Approving the Bill List for 14-Feb-2018 through 14-Mar-2018 , inclusive.

Library Board Roll Call Vote – Approved 6-0

| | <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 | | X | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | X #7783 | | | |
| Absent | | | | | X | | X | | |

Question from Evan Toth – What happens to a check if the performer cancels. Monica explained that performer checks are not mailed prior to the performance; rather, they are handed to the person on the day of the event. Additionally, if a performance is rescheduled to a later date (typical), the check would be held until then. Should the performance be canceled entirely, the check would be voided.

COMMUNICATIONS

Monica A. Smith, Director

None

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Separate Report

Introducing a new building security code and phasing out the old one. Introduce it, have both for a short time (about two weeks) then remove the old one on or about 4/2.

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Linda Missonellie suggested all the doors be keyed to the same lock. Discussion ensued regarding the existence and location of an outside lockbox that stores a key accessible by Fire and Police. We will verify its location.

In addition to Library staff and whoever might require a key, we will make certain to include Building & Grounds committee chairperson (Joe Metzler), the cleaning company (Heits), and DPW (Mike Nelson).

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

BCCLS is scheduled to replace PCs on 3/12 and finishing on 3/14 or 3/15 as necessary. Still waiting on NRESC for outstanding issues including loading software onto the laptop, networking the new copier fixing problems with existing computers.

POLICY

Vicki Arians, Committee Chairperson

Pay Card Policy first reading.

- **Vote #2018-V012: Vote to accept the first reading of the revised Pay Card Policy**

Library Board Roll Call Vote – Approved

| | <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 / DiGeronimo</u> | <u>Dr. Spirito</u> | <u>Evan Toth</u> |
|---------|---------------------|----------------------|---------------------------------|------------------|--------------------|--------------------------|-------------------------------------|--------------------|------------------|
| Motion | | | | 2 | | 1 | | | |
| Aye | | X | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | X | | X | | |

The goal of part or the revision was to remove the actual dollar price of the card from the policy. The reasoning was influenced by the current and any potential interlocal agreements with other municipalities that had, as past precedent, both raised the fee every year and ran on a July to June year rather than a strict calendar year. After discussion, it was agreed that the verbiage that would say the price is established by the Board of Trustees. The rephrasing would eliminate the need for the policy to have to undergo two readings every time the price changed. Rather, just as other “housekeeping” issues – official banks, newspapers, etc. – are memorialized at the January Board meeting, so too would the price of a Pay Card be memorialized at the July Board meeting.

Also, added to the footer of all policy documents would be the “1st Reading” date.

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

No report

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2018-V010: Approve the hiring of Morgan Taylor as Head of Adult Services starting 27-Mar-2018 at 70 hours/pp, \$57,225/year**

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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 | | | 2 | | | |
| Aye | | X | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | X | | X | | |

- Vote #2018-V011: Approve the promotion of Kevin Cosenza from Library Assistant – Technical Services to Librarian – Adult Services, effective 19-Mar-2018 at 36 hours/pp, \$17.25/hour**

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 | | X | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | X | | X | | |

Review the Organizational Chart. In particular, reviewed the chain of command in the absence of the Director. The suggestion was made to include a legend explaining the different colors used in the layout. Updated copies will be ready for the next Board meeting.

NOMINATING

Richard Goldberg, Committee Chairperson

No report

NEGOTIATIONS

Linda Missonellie Committee Chairperson

Signed copy of the IUJAT 2017-2019 has not yet been received.

MEETING ROOM APPLICATIONS

No report

PROFESSIONAL DEVELOPMENT

Board of Trustee Training Opportunity – included in the Board packet

OLD BUSINESS

Regarding the current state-wide delivery system:

1) Was the previous vendor the lowest bidder

The other bids were from our previous vendor, UPS, and a legal delivery service. The legal delivery service tried to sue Library link last time saying that they were closed out of the bid process because they did not get in on time, but it was never really brought about because they knew they were wrong in not bidding on time.

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Expak came in with good references and the lowest bid. The legal company came in second. So, following the bid process, we probably would have wound up with a new vendor whichever way we had gone.

2) How many of our patrons are affected by this.

Report 1/25-2/13: 450 hold for 205 patrons

Report 1/2-2/13: 48 holds for 32 patrons

The remainder of the aluminum used to block access underneath the roof is stored in boiler room.

NEW BUSINESS

BCCLS Certification. Signed by Dr. Spirito.

Dr. Spirito received and shared an email from Vicki Arians indicating some impediments to her attending meetings at the new time. The possibility of video conferencing was introduced. Monica will poll the BCCLS directors to see if other Boards allow this and issues regarding how this might affect a meeting quorum and voting.

Mary Ellen Puzen and Amy Fletcher (Head of Technical Services, but attending the meeting as a member of the public) proposed the purchase of a new DVD/BluRay cleaning machine, taking advantage of an amazing price savings with both a trade in and discounted sale price.

- **Resolution #2018-R02: The Board approves the purchase of a new DVD/BluRay cleaning machine from ElmUSA for not more than \$4000 to be taken from Capital Reserve.**

Library Board Roll Call Vote

| | <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 / DiGeronimo</u> | <u>Dr. Spirito</u> | <u>Evan Toth</u> |
|---------|-------------------------|--------------------------|---|----------------------|------------------------|------------------------------|---|------------------------|----------------------|
| Motion | | | 2 | 1 | | | | | |
| Aye | | X | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | X | | X | | |

Monica raised concern over the level of involvement and corresponding liability of the Library managing the matchups of tutors with non-adult students for subjects outside of ESL and basic literacy. After deliberation, it was decided that the program will continue as-is for the remainder of the school year. Subsequent to that, inquiries into the availability of adult tutors made by potential adult ESL and basic literacy students can be facilitated by existing library staff.

FRIENDS OF THE LIBRARY

Night of chocolate had over 100 attendees.

PUBLIC BE HEARD:

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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: 6:18pm

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 | | X | X | X | | X | | X | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | X | | X | | |

Next Regular Meeting – Wednesday, 11-Apr-2018 at 4:30 P.M.

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Summary of Resolutions and Votes

- Vote #2018-V008: Approving the Minutes for 13-Feb-2018– Regular Public Meeting. 2
- Vote #2018-V009: Approving the Bill List for 14-Feb-2018 through 14-Mar-2018 , inclusive. 2
- Vote #2018-V012: Vote to accept the first reading of the revised Pay Card Policy 3
- Vote #2018-V010: Approve the hiring of Morgan Taylor as Head of Adult Services starting 27-Mar-2018 at 70 hours/pp, \$57,225/year 3
- Vote #2018-V011: Approve the promotion of Kevin Cosenza from Library Assistant – Technical Services to Librarian – Adult Services, effective 19-Mar-2018 at 36 hours/pp, \$17.25/hour 4
- Resolution #2018-R02: The Board approves the purchase of a new DVD/BluRay cleaning machine from ElmUSA for not more than \$4000 to be taken from Capital Reserve. 5