

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

Minutes – May 9, 2018 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:30PM

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:

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			5:00pm
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		
Morgan Taylor Recording Secretary	N/A			4:45pm
Mary Ellen Puzen Business Manager	N/A	x		

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

## Board of Trustees Regular Monthly Meeting

APPROVAL OF THE MINUTES FOR: April 11, 2018– Regular Public Meeting

**• Vote #2018-V018: Approving the Minutes for 11-Apr-2018– Regular Public Meeting.**

*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			1st		2nd				
Aye			x		x	x	x	x	x
Nay									
Abstain									
Absent	x	x		x					

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

**FINANCIAL REPORTS/BILL LIST**

**Jean Mele, Committee Chairperson**

**• Vote #2018-V019: Approving the Bill List for 12-Apr-2018 through 09-May-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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			2nd		1st				
Aye			x		x	x	x	x	x
Nay									
Abstain						#7856			
Absent	x	x		x					

Raises applied and retro pay received for: UPSEU staff, Director, Business Manager, Pages; IUJAT pending the signed and accepted contract.

Monica reiterated the trail of the IUJAT contract and location of updates was discussed. The current contract expires in 2019. Monica will distribute her version of the updated contract to negotiation committee.

Auditor Supplee Clooney & Co. will be starting the audit on May 8. The auditor will be asked to provide a draft for review and comment.

**COMMUNICATIONS**

**Monica A. Smith, Director**

Thank yous from the high school: Theresa DiGeronimo, Michelle Phibbs regarding donated computers. Mayor discussed the process of disposal for borough property. Monica will look into the regulations for further computer disposal and possibly join upcoming town auction.

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

Separate report.

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## Board of Trustees Regular Monthly Meeting

There was discussion regarding

Communication from a patron suggesting there should be a railing along the sidewalk to the handicap entrance. Mayor pointed out that it is not an ADA requirement or it would have been done already. Further discussion from the Board concludes that a railing is unnecessary.

**TECHNOLOGY**

**Richard A. Spirito, Jr., Committee Chairperson**

No report.

A printer was purchased at a sale price by the library using the pre-approved budget of \$400 maximum.

**POLICY**

**Vicki Arians, Committee Chairperson**

Display Cases for patron Exhibits – policy and application – First Reading

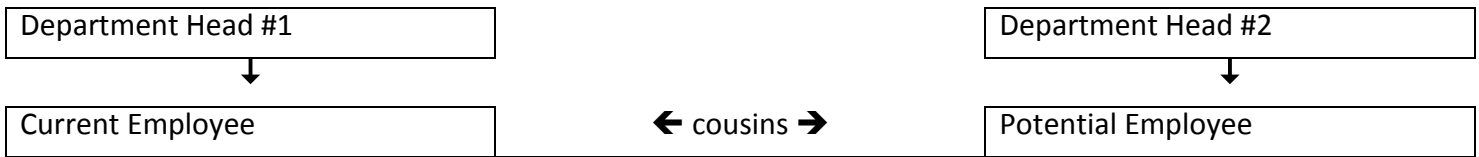
Mayor asked if the library is responsible/ liable for materials on display, which is included in the policy, stating that the library is not responsible. Questions were raised about a point in the policy regarding items for sale. It was generally agreed upon that if displayers want to sell any items they should be going through the gallery because the intent of display cases is to share personal materials. Mention of selling items will be removed for next draft of policy.

- **Vote #2018-V020: Vote to accept the first reading of the Display Case Policy with recommended changes**

*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					2nd	1st			
Aye			x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x	x							

With respect to the Library’s Nepotism Policy, confirm the absence of a conflict:



**COMMUNITY PUBLIC RELATIONS**

**Jean Mele, Committee Chairperson**

Made maps and tote bags available for the Great American Garage Sale, May 5.

**PERSONNEL**

**Linda Missonellie, Committee Chairperson**

Interviews are concluding for the position, Library Assistant – Technical Services. We expect to have a make an offer by the end of the week. Cross reference with Policy, above.

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## Board of Trustees Regular Monthly Meeting

- **Vote #2018-V021: Authorize the Personnel Committee to offer the position of Library Assistant – Technical Services to the preferred candidate, the appointment of said candidate to be memorialized at a subsequent Board meeting.**

*Library Board Roll Call Vote*

	<u>Vicki</u> Arians	<u>Lori</u> Garrison	<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			1st	2nd					
Aye			x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x	x							

### NOMINATING

**Richard Goldberg, Committee Chairperson**

No report

### NEGOTIATIONS

**Linda Missonellie Committee Chairperson**

No report

Discussion occurred about contacting Eric at Municipal Building regarding IUJAT contract and the possibility of having a meeting over there. The Board's concern is the status of the unsigned contract and the two different formats.

### MEETING ROOM APPLICATIONS

No report

### PROFESSIONAL DEVELOPMENT

Three staff members will be attending NJLA at the end of May; Morgan Taylor, Gina Gerard, Jessica Bielen. Monica Smith will be attending Book Expo on 5/31.

### OLD BUSINESS

Waiting on an estimate from Rick Hockenberry for replacement arbor vitae.

### NEW BUSINESS

BCCLS is having a series of Small Group Meetings comprised of member library Directors and representatives from the BCCLS Delivery Task Force to review possible courses of action for BCCLS to have BCCLS specific deliveries going forward.

While still in the very preliminary stages, members are leaning toward supporting this service, which would be voted on (super majority required) at the October System Council Meeting to begin for 2019. While still in the fact-finding and feasibility stages, this endeavor could realistically add \$6500 to \$6700 to each library's BCCLS yearly bill. The Library Board discussed the BCCLS delivery proposal and the consensus was not favorable.

Discussion of whether people should be allowed to access the book sale in Meeting Room C when the room is in use. Rather than creating hours for the book sale that would be difficult to enforce, it was agreed that groups using the meeting room can close the door. A sign will be produced to hang on the door that will communicate when the room will no longer be in use.

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Monica brought up a visit from a law official who wanted to use a meeting room for a private interview. None of the meeting rooms were available at the time, other accommodations were made. Upon suggestion from the mayor, if something like this occurs in the future, the Library will refer officials to the police department at the Municipal Building.

**FRIENDS OF THE LIBRARY**

The passing of member, Margaret (Marge) Elwood, April 29, 2018

At meeting on 5/7, Friends authorized purchase of 15 card tables for library use and agreed to reupholster two more chairs for the lobby.

**PUBLIC BE HEARD:**

N/A

**MOTION TO ADJOURN: 5:40pm**

*Library Board Roll Call Vote*

<u>Vicki</u>	<u>Lori</u>	<u>Mayor</u>	<u>Jean</u>	<u>Joe</u>	<u>Linda</u>	<u>Richard</u>	<u>Dr.</u>	<u>Evan</u>
<u>Arians</u>	<u>Garrison</u>	<u>Goldberg</u>	<u>Mele</u>	<u>Metzler</u>	<u>Missonellie</u>	<u>Spirito</u>	<u>Spirito</u>	<u>Toth</u>
		<u>/ Sinning</u>				<u>/ DiGeronimo</u>		

Motion			2nd	1st				
Aye		x	x	x	x	x	x	x
Nay								
Abstain								
Absent	x	x						

**Next Regular Meeting – Wednesday, 13-Jun-2018 at 4:30 P.M.**

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Summary of Resolutions and Votes

- Vote #2018-V018: Approving the Minutes for 11-Apr-2018– Regular Public Meeting. 2
- Vote #2018-V019: Approving the Bill List for 12-Apr-2018 through 09-May-2018 , inclusive. 2
- Vote #2018-V020: Vote to accept the first reading of the Display Case Policy with recommended changes 4
- Vote #2018-V021: Authorize the Personnel Committee to offer the position of Library Assistant – Technical Services to the preferred candidate, the appointment of said candidate to be memorialized at a subsequent Board meeting. 4