

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

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2014 Minutes – June 11, 2014 5:00pm

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1) President Linda Missonellie called the June 11, 2014 meeting to order at 5:01pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

	Present	Absent
Sharon Abbood (3/2017)	x (arrived 5:03pm)	
E. Vicki Arians (12/2014)	x (arrived 5:32pm)	
Theresa DiGeronimo, Superintendent's Alternate		x
Richard Goldberg, Mayor (n/a)	x	
Jean Mele (12/2017)	x	
Joseph Metzler (12/2016)	x	
Linda Missonellie, President (12/2019)	x	
Dr. Jill Mortimer, Superintendent of Schools	x (arrived 5:11pm)	
Terry Segro (12/2017)	x	
Garry Sinning, Mayor's Alternate		x
Dr. Richard A. Spirito, Vice-President (12/2015)	x	
Monica Smith, Director (n/a)	x	

3) **Approval of Minutes**

a) The May 14, 2014 minutes were approved 7-0 on a motion by Joe Metzler and seconded by Terry Segro.

4) **Communications**

a) A thank you letter was sent to the Lion's Club in appreciation of a \$500 donation for large print and/or audio books

5) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 5/15 to 6/11) was approved on an 8-0 motion by Rich Goldberg and seconded by Rich Spirito.

6) **Director's Report/Committee Reports:**

**Buildings and Grounds**

- a) On 5/28, The NJ Library Swat Team spent 2 hours at the library reviewing ideas for space transformation. Their suggestions will be kept in mind for any future renovation to the upstairs loft area.
- b) On 6/9, a ceiling leak caused minor damage to one of the photographs in the community art gallery. An estimate of cost will be provided by the photographer.

- c) The landscaping near the children's entrance is in a need of weeding due to the increase of invasive plants. Monica Smith is looking into the possibility of volunteers maintaining the flower beds.
- d) In order to prevent washouts near the rain garden, the possibility of creating a berm was discussed as well as the planting of Milkweed on library grounds in order to benefit the declining Monarch Butterfly.

#### Finance and Budget

- a) All payroll inconsistencies from 2013 have been corrected and made whole. The board thanked Mayor Goldberg for facilitating the meeting with borough officials on 5/15 to correct the matter.
- b) Monica Smith thanked the Monica Glattly, the business manager, for repairing the copier coin box multiple times saving the library an estimated \$600.

#### Technology

- a) On 6/10, a tech from Dynamic Security installed an upgraded security DVR system and its components. The tech will return in the coming weeks in order to assess any broken or missing cameras and to reconfigure the firewall for remote access.

#### Policy

- a) The second reading on the policy change of adding the word "underage" before "gambling" in the language of the library's internet usage policy was approved on an 8-0 motion by Dr. Spirito, seconded by Jean Mele.
- b) The board will consider a new formalized policy for faxing. Guidelines regarding incoming faxes, paper costs and phone line costs will be reexamined.

#### Community Public Relations & Outreach

- a) On 4/21, Monica Smith assisted members of the Foundation to select scholarship winners for 2014, which will be later awarded at the high school.

#### Personnel/Professional Development & Negotiations

- a) On 5/21, Monica Smith met with the Personnel Committee to address the vacancies in the children's department and the circulation desk. Resumes were received from 17 candidates with interviews scheduled for the coming weeks. Notification from the union rep about getting a title into the UPSEU contract is still pending.
- b) On 5/29 – Monica Smith attended the Book Expo at the Jacob Javits Center in New York City.
- c) From 6/2 to 6/4, M. Smith attended annual NJLA conference in Atlantic City, NJ.
- d) On 6/5, the library welcomed new staff members Christie Johnston, Michelle Petrasek, Rory Phalen and Ruth Quiles.
- e) Monica Smith asked and was granted permission for one additional day of vacation to be added onto to her allowed concurrent two-week's vacation.

#### Circulation

- a) For the previous month, circulation stats have held steady with the Louis Bay 2<sup>nd</sup> Library still ranking 19<sup>th</sup> in the BCCLS system.

### 7) Special Items

- a) The board discussed library preparations for the upcoming carnival to be held by the Hawthorne Fire Department on the library grounds from 8/20 to 8/23. Provided the carnival takes place, the library will close at 5pm from Wed., 8/20 to Fri., 8/22 on a 9-0 motion from Mayor Goldberg,

seconded by Joe Metzler. In addition, a fine amnesty for new fines will be given to patrons from 8/25 to 8/29.

8) **Meeting Room Applications – N/A**

9) **Negotiations –N/A**

10) **Old Business– N/A**

11) **New Business**

12) **Public Comment** – Karen Siletti informed the board about a pending room application for a Native American Dance event to support the Farmers Market, which has a tentative date of Oct. 5, 2014.

13) **Private Session**

- a) The meeting was adjourned to executive session at 6:03 pm on a 9-0 motion by Joe Metzler, seconded by Dr. Spirito. The director's 6-month evaluation forms were distributed and a discussion was held. Board members were asked to complete them by June 18.
- b) The board reconvened in public at 6:10 on a 9-0 motion by Rich Goldberg, seconded by Joe Metzler.

14) **Adjournment**

- a) The meeting was adjourned at 6:11 pm on a 9-0 motion by Rich Goldberg, seconded by Joe Metzler.

*Minutes respectively submitted by Mauro Magarelli*