

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

Minutes – February 10, 2016 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:05 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, 2016.

SWEARING IN:

Theresa DiGeronimo was sworn in as an alternate for Richard A. Spirito, Jr. Superintendent of Schools by Mayor Richard Goldberg at 5:06pm

FLAG SALUTE: 5:07 pm

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	✓		5:08 pm
Richard Goldberg, Mayor	N/A	✓		
Jean Mele	12/2017	✓		
Joseph Metzler	12/2016	✓		
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		✓	
Theresa DiGeronimo, Superintendent Alternate	N/A	✓		
Dr. Richard A. Spirito, President	12/2015	✓		
Monica Smith, Director	N/A	✓		
Mauro Magarelli, Recording Secretary	N/A	✓		

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

## Board of Trustees Regular Monthly Meeting Minutes

APPROVAL OF THE MINUTES FOR: January 13, 2016 – Regular Public Meeting

- **Vote #2016-V006: The minutes for the January 13, 2016 – Regular Public Meeting were approved on a 9-0 motion by Mayor Goldberg, seconded by Jean Mele.**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg / Sinning</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Linda Missonellie</u>	<u>Terry Segro</u>	<u>Richard Spirito/Di Geronimo</u>	<u>Dr. Spirito</u>
Motion			1	2					
Aye	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nay									
Abstain									
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

COMMUNICATIONS: N/A

Monica A. Smith, Director

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- Monica Smith reported that the library budget for 2015 did not exceed 100%
- **Vote #2015-V007: The Bill List (January 14, 2016 to February 10, 2016, inclusive) was approved on a 9-0 motion by Jean Mele, seconded by Terry Segro. Linda Missonellie abstained on item 7025 payment to the Hawthorne Press.**

Library Board Roll Call Vote

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg / Sinning</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Linda Missonellie</u>	<u>Terry Segro</u>	<u>Richard Spirito/Di Geronimo</u>	<u>Dr. Spirito</u>
Motion				1			2		
Aye	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nay									
Abstain						✓(H. Press)			
Absent									

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

- 1/6 – Contract with Heits Cleaning Service was renewed for 6 night cleaning.
- 1/11 – The phone in Tech Processing was repaired
- 1/14 – The KEV alarm company replaced the batteries on the security system and also provided a schematic for the various alarm codes. Estimates are pending on replacing the current system.
- 1/21 Bergen Locks repaired the broken handle on the children’s room door and the lock on the A/V closet door.
- 1/23 – The library was closed due to inclement weather

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

## Board of Trustees Regular Monthly Meeting Minutes

- 1/24 – The Green Team was displeased that the snow fence they installed to protect the rain garden was crushed by the DPW during snow removal. They asked that future plowings avoid disturbing the snow fence.
- 1/27 – A leak in the back circulation room was found to be caused by clogged gutters on the roof. The board asked Monica to request that Maureen Cook, DPW Coordinator, confirm with the library when the biannual leaf removal from the gutters has been conducted.
- The board asked Monica to communicate with Boswell Engineering with greater urgency in order to get the HVAC repair process started.

### TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

- 1/26 – Due to persistent issues with the security camera system, the DVR unit was returned to the manufacturer for repair with a loaner in place for the interim. The technology committee has expressed concern on the matter and will bring in additional experts to assess the system.
- 2/3 – Monica Smith attended the BCCLS Technology Committee Meeting in Leonia.

### POLICY

Vicki Arians, Committee Chairperson

- **Vote #2015-V008 - The board had a second reading for the Library’s Gallery Policy, which will provide a framework for the selection and maintenance of artistic works exhibited in the Library’s community rooms. The second reading was approved on a 9-0 motion by Mayor Goldberg, seconded by Vicki Arians.**

Library Board Roll Call Vote

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</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>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion		<b>2</b>	<b>1</b>						
Aye	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
Nay									
Abstain									
Absent									

### COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

- 1/29 - More than 100 people attended the Annual Friends’ Chocolate night.
- The board has accepted the Friends offer to reupholster 6 fabric chair located in the community rooms.

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

## Board of Trustees Regular Monthly Meeting Minutes

**PERSONNEL**

Linda Missonellie, Committee Chairperson

- **Vote #2015-V009 – The board approved the resignation of Vlad Veehoff, Page Children Services, effective 2/6/2016 and the hiring of Matthew Brown, Page – Children’s Services, effective 1/20/2016 at 30 hours/PP, \$8.38/hour and the hiring of Adam Keeble, Circulation Assistant, effective 2/8/2016 at 34 hours/PP, \$8.67/hour on 9-0 motion by Linda Missonellie, seconded by Jean Mele.**

	<u>Sharon</u> <u>Abbood</u>	<u>Vicki</u> <u>Arians</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>Terry</u> <u>Segro</u>	<u>Richard</u> <u>Spirito</u>	<u>Dr.</u> <u>Spirito</u>
Motion				2		1			
Aye	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
Nay									
Abstain									
Absent									

- The board has accepted Monica’s request to close on one Friday in March, (after 3:00pm) for an all staff meeting.
- The personnel committee will meet on Tuesday, Feb. 16 at 3pm to discuss further options for staffing the YA Room.

**NOMINATING: N/A**

Sharon Abbood, Committee Chairperson

**NEGOTIATIONS**

Linda Missonellie Committee Chairperson

- 2/1 – The Board was duly notified that the Memorandum of Agreement between the Louis Bay 2<sup>nd</sup> Library and IUJAT Supervisors Union has been ratified by the union members.

**MEETING ROOM APPLICATIONS: N/A**

**OLD BUSINESS**

- The board advised Monica to get the necessary quotes and estimates for painting the community rooms during the summer
- Monica stated that she will work to ensure more events get posted on the outdoor digital sign as requested by the board.

**NEW BUSINESS**

**PUBLIC BE HEARD: N/A**

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

## Board of Trustees Regular Monthly Meeting Minutes

MOTION TO GO INTO PRIVATE SESSION: At 6:05pm the board voted to go into private session on a 9-0 motion by Sharon Abbood, seconded by Jean Mele

*Library Board Roll Call Vote:*

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Linda Missonellie</u>	<u>Terry Segro</u>	<u>Richard Spirito</u>	<u>Dr. Spirito</u>
Motion	<b>1</b>			<b>2</b>					
Aye	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
Nay									
Abstain									
Absent									

PRIVATE SESSION:

MOTION TO EXIT FROM PRIVATE SESSION:

*Library Board Roll Call Vote:*

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Linda Missonellie</u>	<u>Terry Segro</u>	<u>Richard Spirito</u>	<u>Dr. Spirito</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

MOTION TO ADJOURN:

*Library Board Roll Call Vote:*

	<u>Sharon Abbood</u>	<u>Vicki Arians</u>	<u>Mayor Goldberg</u>	<u>Jean Mele</u>	<u>Joe Metzler</u>	<u>Linda Missonellie</u>	<u>Terry Segro</u>	<u>Richard Spirito</u>	<u>Dr. Spirito</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday, March 9, 2016 at 4:00 P.M.