

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

Minutes – September 14, 2016 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:00 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.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Sharon Abbood	03/2017	x		
E. Vicki Arians	12/2019	x		5:55
Theresa DiGeronimo, Supt. Alternate	N/A		x	
Richard Goldberg, Mayor	N/A	x		
Jean Mele	12/2017	x		
Joseph Metzler	12/2016	x		
Linda Missonellie, Vice President	12/2018	x		
Terry Segro	12/2017	x		
Gary Sinning, Mayor's Alternate	12/2016		x	
Richard A. Spirito, Jr. Supt. of Schools	N/A	x		
Dr. Richard A. Spirito, President	12/2020	x		
Monica Smith, Director	N/A	x		
Nicholas Jackson, Head of Adult Services, Recording Secretary	N/A	X		

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APPROVAL OF THE MINUTES FOR: August 17, 2016– Regular Public Meeting

• Vote #2016-V030: Approving the Minutes for August 17, 2016– Regular Public Meeting.

Library Board Roll Call Vote – Passed 7-0, 1 Abstention, 1 Absent

	<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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion					1	2			
Aye	x		x	x	x	x	x		x
Nay									
Abstain								x	
Absent		x							

PUBLIC BE HEARD – AGENDA ITEMS ONLY: N/A

COMMUNICATIONS

Monica A. Smith, Director

N/A

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

• Vote #2016-V031: Approving the Bill List (May 11, 2016 to August 17, 2016, inclusive)

*Library Board Roll Call Vote – passed 8-0, 1 Absent, *Ms. Missonellie abstains on item #7211*

	<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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion	2		1						
Aye	x		x	x	x	X*	x	x	x
Nay									
Abstain									
Absent		x							

The Board inquired about the following items from the Bill List: item #7229 (Easy English News), item #7231 (Heinold Home Improvement), item #7222 (Reiner), as well as an expense on the Itemized Spending for Banking Charges. Ms. Smith stated that #7229 was for materials for the Library’s English as a Second Language (ESL) collection and classes, and that they were being purchased through the Literacy Grant the Library received. Item #7231 was the part of the cost of having the new gallery display system installed. The other part of the cost was paid for by the Friends of the Library. Item #7222 was the cost of repairing broken fans within the HVAC system that covers the Children’s Room, the work was done by Reiner. The banking chargers in the amount of \$32 dollars are for copies of the Library’s bank statements from January 2016 to present are from Atlantic Stewardship Bank. The Board asked why the Library is being charged and Mr. Metzler will speak to the branch manager of ASB on Lafayette Ave to find out. (Addition as for 10/12/16: this expense was for a bounced check & fee)

The Board asked if the Library received the missing documentation from Boswell, which the Library has. However, the Library is still missing the certified payroll from Reiner and stilling holding their checks.

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The Mayor made a motion to release the checks once Reiner gives the Library the certified payroll documentation. Ms. Smith will contact Reiner regarding this motion.

- Vote #2016-V032: Approving the release of Reiner checks once certified payroll documentation is received**

Library Board Roll Call Vote – passed 8-0, 1 Absent

	<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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion			1	2					
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

- Resolution #2016-R008 - The Library Board of Trustees approves the Louis Bay 2nd Library and Community Center to join the ESCNJ Co-op (Educational Services Commission of New Jersey – Cooperative Pricing System)**

Ms. Smith proposed to the Board that the Library join the ESCNJ Co-op. The reasoning behind this is that it would enable the Library to purchase “smart” based equipment for the Library at a discounted rate. As example of this would be smart scanners for the Circulation Desk. Said scanners would be able to scan traditional barcodes (whether Library barcodes or patron’s library cards) as well as new barcodes and patron barcodes on their smart phones via an app. An app called Key Ring was demonstrated. Indeed, policies regarding this technology would need to be addressed, but the Board will address them when the Library purchases the scanners.

Library Board Roll Call Vote– passed 8-0, 1 Absent

	<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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion			1			2			
Aye	x		x	x		x	x	x	x
Nay					x				
Abstain									
Absent		x							

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

8/16: The Library received the documentation from Boswell regarding the manuals for the HVAC system.

9/1/16: The Trinity Clean Company came to the Library and offered a free estimate, however, said estimate has yet to be received.

9/2/16: The parking space at the beginning to the new path to the Children’s Room from the Library parking lot has been painted yellow and stripped.

9/12/16: Bob Scully and a representative from Downes Tree Service walked the Library property and pointed out the trees that are to be completely removed (2 pines on the corner of Grand and Jefferson, several arbor vitae) and other trees/shrubs that need trimming. The pines were removed that afternoon and the stumps are

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expected to be ground Friday (9/16) morning before the Library opens, the tree trimming and removal continues, working counterclockwise around the building to the front.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Mr. Spirito spoke about the meeting that Ms. Smith, Dr. Spirito, and himself had with OSI on 8/24 regarding the quote from OSI for over \$15,000 dollars to fix the Library's security cameras. After said meeting, the Library received a quote for over \$16,900 dollars. Mr. Spirito explained that the quote contained the costs for not only replacing the security camera system hardware and software, but also for upgrading and replacing the 16 analog cameras with digital cameras. Ms. Smith stated that the current system has a converter for the analog cameras, so that the images are captured digitally and that the Library does not need to replace 16 of the 27 cameras. Mr. Spirito said that the quote for OSI was to upgrade and replace the whole system. The Technology Committee is still waiting for the quote from NR-ESC. But, Mr. Spirito did not think that a different company's quote would be significantly lower, but most likely comparable.

The conversation regarding Co-ops was briefly revisited. According to the Mayor, the Boro was a member of both the Morris County Cooperative Pricing Council and the Houston-Galveston Area Council Cooperative Purchasing. So, the Library could look into these Co-ops as options for purchasing the smart scanners.

POLICY

Vicki Arians, Committee Chairperson

N/A

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

The Friends Art Show is this Saturday, 9/17 and Hawthorne Day is the following Saturday, 9/24. Members of the Library staff will be attending and representing the Library at Hawthorne Day.

PERSONNEL

Linda Missonellie, Committee Chairperson

- **Vote #2016-V033: Approve the following personnel changes:**
 - **Approve the promotion of Stefanie Biagi to Circulation Assistant for 36 hours/pp at \$8.67/hour**
 - **Approve the hiring of Toni Gibbs as a Circulation Assistant for 27 hours/pp at \$8.67/hour**
 - **Approve the hiring of Theresa McArthur as Adult Services Librarian – Reference for 30 hours/pp at \$17.25/hour**
 -

Library Board Roll Call Vote – passed 8-0, 1 Absent

	<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>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>
Motion			2			1			
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

There were no particular questions regarding the candidates other than were they capably. Ms. Smith answered in the affirmative. Ms. Missonellie asked why she did not receive a phone call; Ms. Smith stated she

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emailed her. Ms. Smith asked if Ms. Missonellie wanted a phone call regarding hiring Circulation staff and Adult Services. Ms. Missonellie states she did not need to be notified regarding the hire of Circulation staff.

PROFESSIONAL DEVELOPMENT

Monica Smith, Director

N/A

NOMINATING

Sharon Abbood, Committee Chairperson

N/A

NEGOTIATIONS

Linda Missonellie Committee Chairperson

Ms. Missonellie spoke with Eric Mauer regarding the Negotiations Committees availability. Ms. Smith emailed with Mr. Mauer regarding language changes to the contract. The meeting between the Negotiating Committee and the representatives from the UPSEU is scheduled for Friday, 9/16, 10:00AM.

MEETING ROOM APPLICATIONS

• Vote #2016-V034-35: Approving the following Meeting Room Applications:

Atlantic Stewardship Bank use of Meeting Room A on 10/6 & 10/12 was passed,

Library Board Roll Call Vote – passed 8-0, 1 Absent

	<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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion	1		2		2				
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

Ardelle Institute use of Meeting Room C on 11/15 was passed.

Library Board Roll Call Vote – passed 8-0, 1 Absent

	<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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion			1		2				
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

This approval is conditionally upon receiving payment for Meeting Room C and proof of insurance from Mr. Ardelle.

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• Vote #2016-V036: Not approving the following Meeting Room Application:

Women Helping Women Support Group was not passed.

Library Board Roll Call Vote – passed 7-0, 2 Absent

	<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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion					2	1			
Aye			x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x	x							

The Board discussed the Women’s Group proposed application and it was decided that the Library is not interested in sponsoring this program at this time.

OLD BUSINESS

The patron with close to \$200 in fines would be offered a payment plan.

NEW BUSINESS

The Hawthorne Chief of Police will present to the Board on 10/12 at 4pm, topic Active Shooter. A Sunshine notice will be sent out; this will be a work session, no action to be taken.

The auditors will present to the Finance Committee on 10/12 at 4:45pm.

Several Board Members will be attending a BCCLS Library Advocacy workshop on 9/21.

The Library Board agreed that Alexandra Bickel (Adult Services Librarian) can begin offering Notary services once the notary insurance, whether she chooses to pay it or the Library does. If she pays it, the fee will go to her; however, if the Library pays it the fee will go to the Library.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: (6:10pm)

Library Board Roll Call Vote – passed 8-0, 1 Absent

	<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 / DiGeronimo</u>	<u>Dr. Spirito</u>
Motion					1		2		
Aye		x	x	x	x	x	x	x	x
Nay									
Abstain									
Absent	x								

Next Regular Meeting- Wednesday, October 12, 2016 at 5:00 P.M.

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Summary of Resolutions and Votes

- Vote #2016-V030: Approving the Minutes for August 17, 2016– Regular Public Meeting. Error! Bookmark not defined.
- Vote #2016-V031 Approving the Bill List (July 14, 2016 to August 17, 2016, inclusive) Error! Bookmark not defined.
- Resolution #2016-R008 - The Library Board of Trustees approves the Louis Bay 2nd Library and Community Center to join the ESCNJ Co-op (Educational Services Commission of New Jersey – Cooperative Pricing System) 3
- Vote #2016-V032: Approving the release of Reiner checks once certified payroll documentation is received 3
- Vote #2016-V033: Approve the following personnel changes: 4
 - o Approve the promotion of Stefanie Biagi to Circulation Assistant for 36 hours/pp at \$8.67/hour 4
 - o Approve the hiring of Toni Gibbs as a Circulation Assistant for 27 hours/pp at \$8.67/hour 4
 - o Approve the hiring of Theresa McArthur as Adult Services Librarian – Reference for 30 hours/pp at \$17.25/hour 4
- Vote #2016-V034-35: Approving the following Meeting Room Applications:
 - o Atlantic Stewardship Bank
 - o Ardelle Institute
- Vote #2016-V036: Not approving the following Meeting Room Application:
 - o Women Helping Women