

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

Minutes – February 8, 2017 – 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, 2017.

FLAG SALUTE:

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		*	
Theresa DiGeronimo, Supt. Alternate	N/A		*	
Richard Goldberg, Mayor	N/A	*		
Jean Mele	12/2017	*		
Joseph Metzler	12/2021	*		
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	*		
Dr. Richard A. Spirito, President	12/2020	*		
Monica Smith, Director	N/A	*		
Nicholas Jackson Recording Secretary	N/A	*		

Before addressing the items on the agenda, Dr. Spirito introduced Robin Gulino (of Rendex Inc), who is assisting Ms. Smith in closing out the Library’s budget for 2016. Ms. Gulino discussed working with Ms. Smith to discover how the Library used QuickBooks and how the Library books were closed. According to Ms. Gulino, QuickBooks at the end of each fiscal year “closed” or better yet transferred the remaining funds into a retained earnings line or account. The Library’s QuickBooks account technical does not close; however, it ends on December 31<sup>st</sup> and begins again on January 1<sup>st</sup>.

Ms. Mele and Mr. Metzler inquired why the Itemized Spending by Category YDT “% of Budget” was reading at a 100.0% in February. Ms. Smith explained that since she had only recently received the budget template, the full amount of the line items were unknown since the 2017 budget has yet to be structured.

Further, Ms. Smith asked if the Borough had received the State Aid check, Mayor Goldberg is going to inquire.

Mayor Goldberg and Ms. Missonellie recommended that the Library’s auditors sit down and review the “closing” process with both Ms. Smith and Ms. Gulino to stay ahead of any issues. Ms. Gulino stated that QuickBooks have accountant files that could be given to the auditors, but the Library will need to see if the auditors are allowed to view and use those files.

Dr. Spirito thanked Ms. Gulino for her time in joining the Board Meeting this evening.

APPROVAL OF THE MINUTES FOR: January 11, 2017– Regular Public Meeting

**• Vote #2017-V005: Approving the Minutes for January 11, 2017– Regular Public Meeting.**

*Library Board Roll Call Vote*

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion			2				1		
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

Ms. Smith contacted Office Concepts regarding a rebate for a gift card which the Library could use as a prize for one of the Library’s many programs.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2017-V006: Approving the Bill List for 1/12/2017 through 2/8/2017 , inclusive.**

*Library Board Roll Call Vote*

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion	2			1					
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

Ms. Mele noted checks in the folder of bills to be paid that were not on the Bill List for January 12 through February 8, 2017. Ms. Smith explained that some of the checks were back-dated to December 2016, since they needed to come out of the 2016 budget, and therefore not on that Bill List. However, Ms. Smith will have a corrected Bill List for that period of time (11/10/16-1/11/17) at the next Board Meeting.

- Vote #2017-V007: Approving the missing checks from Bill List for 11/10/2016 through 1/10/2017 , inclusive.**

*Library Board Roll Call Vote*

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion				1	2				
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

**BUILDINGS AND GROUNDS**

Joseph Metzler, Committee Chairperson

In addition to the leak that still exists above Meeting Room B and the drainage issue near the new walkway, Mr. Nelson of the DPW has discovered that 22 of the Library’s indoor lights in the Adult area have the wrong ballasts and fixtures. Further, the light bulbs are out of date and they are the incorrect bulbs for the ballasts and fixtures. This situation is a potential fire hazard. The question was raised if the existing ballasts and fixtures could be retrofitted. However, it would be best to replace the lights with LEDs. Mr. Metzler has been discussing the issue of the lights with Mr. Nelson. The lights were done in 2013 as part of an energy audit with Lime Energy for \$22,000. The Board recommended contacting Lime and having them look at and address it. The Mayor suggested that the Boro electric inspector have a look at the issue with DPW.

Moreover, Mr. Metzler is planning on clearing and straightening up the electric room of the Library and adding shelving.

Also, the Friends of the Library are having six of the Library’s chairs refinished.

**TECHNOLOGY**

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith reported that Open Systems replaced an encoder for the security camera system and that the cameras have been working well without an issue.

In addition, the BCCLS Core Switch that was scheduled for 2/9 will be rescheduled due to the impending snow storm.

**POLICY**

Vicki Arians, Committee Chairperson

~~First Reading—Proctoring Policy, Memorial/Gift Fund Policy~~

After speaking with Ms. Arians, Ms. Smith and Mr. Jackson will meet with Ms. Arians to review and rework the policies before presenting them to the Board.

**COMMUNITY PUBLIC RELATIONS**

Jean Mele, Committee Chairperson

N/A

PERSONNAL

Linda Missonellie, Committee Chairperson

- Resolution#2017-003 - Approval of Rendex Inc. to assist the bookkeeper in closing the 2016 budget and setting the 2017 budget in Quick Books at a rate of \$45 per hour not to exceed 30 hours.

Library Board Roll Call Vote

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion			1		2				
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

NOMINATING

Sharon Abbood, Committee Chairperson

N/A

NEGOTIATIONS

Linda Missonellie Committee Chairperson

The updated UPSEU contracts were sent to Eric Maurer on 1/23.

MEETING ROOM APPLICATIONS

No new applications

PROFESSIONAL DEVELOPMENT

Ms. Smith discussed her work on the BCCLS Billing Task Force. The committee is working on a new billing formula and format for BCCLS.

In addition, Ms. Smith discussed the current issues with the Rochelle Park Public Library.

Ms. Missonellie stated that according to NJLA, the President of the Board should be sworn in after being appointed.

OLD BUSINESS

After continued discussion regarding supervisors working on Saturdays, Dr. Spirito asked Ms. Smith to create a schedule so a supervisor is here every Saturday the Library is open.

NEW BUSINESS

The Finance Committee will be meeting on 3/3 in the afternoon to discuss the Library budget.

Ms. Smith is going to begin interviews for the open Business Manager position in the near future. Ms. Missonellie would also like to meet and interview the top candidates as well, the week of the 14<sup>th</sup>.

Ms. Smith inquired about the status of closing for the Schools and Boro, due to the weather on 2/9. The Schools will be closed and the Boro will have a delayed opening. Ms. Smith asked for information about the Library to be placed on Nixle Messaging.

Dr. Spirito stated he is compiling the Director's evaluation and will meet with the Personal Committee once he is done.

Ms. Smith discussed the issues the Library is having with their phones, there seems to be an issue with the Library's long-distance.

PUBLIC BE HEARD:

MOTION TO GO INTO PRIVATE SESSION:

*Library Board Roll Call Vote*

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

PRIVATE SESSION:

MOTION TO EXIT FROM PRIVATE SESSION:

*Library Board Roll Call Vote*

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

MOTION TO ADJOURN:

*Library Board Roll Call Vote*

	Sharon Abbood	Vicki Arians	Mayor Goldberg / Sinning	Jean Mele	Joe Metzler	Linda Missonellie	Terry Segro	Richard Spirito / DiGeronimo	Dr. Spirito
Motion	1				2				
Aye	*		*	*	*	*	*	*	*
Nay									
Abstain									
Absent		*							

**Next Regular Meeting – Wednesday, March 8, 2017 at 5:00 P.M.**

## Summary of Resolutions and Votes

- Vote #2017-V005: Approving the Minutes for January 11, 2017– Regular Public Meeting. 2
- Vote #2017-V006: Approving the Bill List for 1/12/2017 through 2/8/2017 , inclusive. 2
- Vote #2017-V007: Approving the missing checks from Bill List for 11/10/2016 through 1/10/2017 **2**
- Resolution#2017-003 - Approval of Rendex Inc. to assist the bookkeeper in closing the 2016 budget and setting the 2017 budget in Quick Books at a rate of \$45 per hour not to exceed 30 hours. 4