

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

Minutes – March 8, 2017 – 5:00 P.M.

MEETING CALLED TO ORDER:

Time: 5:03 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	*		5:35
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	*		

APPROVAL OF THE MINUTES FOR: February 8, 2017– Regular Public Meeting

**• Vote #2017-V005: Approving the Minutes for February 8, 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			1				2		
Aye	x		x	x	x	x	x	x	x
Nay									
Abstain									
Absent		x							

Ms. Missonellie noted a typo of page 3 under the Personnel Committee section and Mr. Metzler noted that his term was not updated. Both corrections will be made by Mr. Jackson before Minutes are made public.

PUBLIC BE HEARD – AGENDA ITEMS ONLY: N/A

COMMUNICATIONS

Monica A. Smith, Director

The Head of Adult Services and the Director have received a number of notes, letters, and emails praising multiple staff members (mainly from the Adult Services department) from patrons, program providers, and township officers. In addition, Mr. Metzler comment that one of the Library’s page and significant other assisted in fixing a broken piece of equipment in Technical Services.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

**• Vote #2017-V006: Approving the Bill List for 1/12/2017 through 3/9/2017 , 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. Smith explained that the Bill List was comprised of the list of checks from December 2016 (the ones that were missing from February Bill List) as well as checks from January through March of 2017.

Ms. Missonellie inquired about names on the bill list without a description, Ms. Smith and Mr. Jackson answered that they were performers for programs at the Library.

Dr. Spirito asked if the missing Philanthropic checkbook was found. Ms. Smith stated that it had not been found. Dr. Spirito also asked about a financial report regarding the Philanthropic account, Ms. Smith said she generated that report when transactions took place. Dr. Spirito asked that the report be a part of each Financial Report/Bill List.

## BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Ms. Smith reported the DPW replaced the light bulbs outside the Library with LEDs.

Ms. Mele asked if the paperwork regarding the lights inside the Library near the Adult collection had been found. Ms. Smith and Mr. Metzler stated that some of the paperwork has been found, but the documents Mr. Maurer needs and is looking for have not been found. Ms. Smith looked in the 2013-2014 file cabinets; however, the cabinets are not marked correctly. Ms. Smith stated that the check was signed on 1/20/2014. The Board is going to help look for the paperwork on 3/10 at 1pm.

In addition, Mr. Metzler cleaned up the electronic room.

## TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith stated that the BCCLS core switch has been rescheduled for 3/14 at 10am. Dr. Spirito asked the cost and Ms. Smith said it would be about \$1,100.

## POLICY

Vicki Arians, Committee Chairperson

None at this time.

## COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Ms. Smith highlighted Adult, YA, and Children's programs and attendance is the month of February.

Ms. Missonellie asked how the Library staff is going to remove old programs from the electronic sign in a timely manner. Ms. Smith and Mr. Jackson stated that they had a plan to address this issue.

Ms. DiGeronimo inquired how the Young Adult programs were progressing. Mr. Jackson stated that the School Liaison was working very hard to grow a following of young people interested in the Library and its programming.

Ms. Missonellie asked what type of YA programs the Library was offering, Mr. Jackson elaborated on the different programs the Library was hosting.

In addition, Ms. Missonellie asked about collaboration between the Library and the Chamber of Commerce. Mr. Jackson stated that the Library would service as a meeting space for an Intern program the Chamber is organizing.

## PERSONNEL

Linda Missonellie, Committee Chairperson

Ms. Missonellie and the Personnel Committee are planning to interview the three candidates for the Business Manager position in the coming week.

## NOMINATING

Sharon Abbood, Committee Chairperson

None at this time.

NEGOTIATIONS

Linda Missonellie Committee Chairperson

- Vote #2017-V009: Ratify the Collection Bargaining Agreement between the Louis Bay 2<sup>nd</sup> Library and UPSEU, January 1, 2016 through December 31, 2018.**

*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	*	*	*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

The Board ratified the Collection Bargaining Agreement between the Louis Bay 2nd Library and UPSEU.

MEETING ROOM APPLICATIONS

No new applications at this time.

PROFESSIONAL DEVELOPMENT

None at this time.

OLD BUSINESS

Ms. Smith presented the schedule for the Saturday Supervisor schedule, which is complete until July.

NEW BUSINESS

Ms. Smith discussed changes in BCCLS bylaws that would affect how the funds collected from the Prospect Park inter-local agreement are to be collected. Ms. Smith stated that the funds need to go to the Library directly. The Board will address the issue when the present Prospect Park Inter-local agreement ends June 30, 2018.

Ms. Smith presented a grant the Mr. Jackson is going to submit to LibraryLinkNJ for a Charging Station.

FRIENDS OF THE LIBRARY

Ms. Smith shared activities the Friends are doing: reupholstering chairs, Mary Lou Frankel Statue unveiling on 4/22 at 11am, and a staff luncheon for National Library Week (4/9).

BUDGET 2017

**• Vote #2017-V010: Approving the proposed 2017 Library Budget**

*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									

The Board voted to approve the proposed 2017 Library Budget.

PUBLIC BE HEARD: NONE

MOTION TO ADJOURN: 6:20pm

*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	*	*	*	*	*	*	*	*	*
Nay									
Abstain									
Absent									

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

## Summary of Resolutions and Votes

- Vote #2017-V007: Approving the Minutes for February 8, 2017– Regular Public Meeting. 2
- Vote #2017-V008: Approving the Bill List for 2/8/2017 through 3/8/2017 , inclusive. 2
- Vote #2017-V009: Ratify the Collection Bargaining Agreement between the Louis Bay 2<sup>nd</sup> Library and UPSEU, January 1, 2016 through December 31, 2018 4
- Vote #2017-V010: Approving the proposed 2017 Library Budget 5