

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Minutes – September 13, 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	*		5:03 PM
Dr. Richard A. Spirito, President	12/2020	*		
Monica Smith, Director	N/A	*		
Nicholas Jackson Recording Secretary	N/A	*		
Mary Ellen Puzen Business Manager	N/A	*		

APPROVAL OF THE MINUTES FOR: August 16, 2017– Regular Public Meeting

• Vote #2017-V025: Approving the Minutes for August 16, 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	*		*	*	*	*	*		
Nay									
Abstain									*
Absent		*						*	

PUBLIC BE HEARD – AGENDA ITEMS ONLY: Not at this time.

COMMUNICATIONS

Monica A. Smith, Director

Ms. Smith received certificate of certification and complication for the QuickBooks course she took last year at the Raritan Community College.

Mr. Jackson shared a posting from Facebook from the 1st prize winner of the Adult Summer Reading program at the Adult Summer Reading shindig.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

• Vote #2017-V024: Approving the Bill List for 8/17/2017 through 9/13/2017 , 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	*		*	*	*	*	*	*	*
Nay									
Abstain						*			
Absent		*							

*Ms. Missonellie abstains on Bill List item # 7590.

Ms. Mele asked if Awesome Library Services is our new website hosting company or the old one and why are the bills for March & April, Bill List item #7578. Ms. Smith answered that Awesome Library Services was our old website hosting company and the Library wanted to be sure that its information was transferred to another hosting company before paying the final bill.

Dr. Spirito asked what Stars Wars Reads is and who is Christine Fontanza, Bill List item #7584 is. Mr. Jackson answered that Stars Wars Reads is a program the Library has where people come in dressed as characters from Star Wars and Ms. Fontanza is an artist who does cartoon characters of people.

Dr. Spirito reported that the meeting with the Auditors went well, the Library is in good standing, and they have no recommendations.

Ms. Smith stated that Weight Watchers contact the Library regarding \$800 they owe the Library. It is from 2014, for March and April; they rented meeting rooms A & B. We completed the paperwork and it will arrive in 4 to 6 weeks.

Resolution #2017-R008: Approving the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library (Hawthorne, New Jersey) for the Years Ended December 31, 2016 and 2015 by Suplee, Clooney & Company.

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		*							

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Mr. Metzler installed the new water cooler in the foyer.

New padlocks were placed on the window gates.

Currently, 5 windows have been repaired and only 4 more need to be repaired.

Mr. Metzler stated the old A/C unit in a basement window will be removed.

Ms. Smith, Mr. Jackson, and Ms. Fletcher met with Nancy of Creative Library Concepts on 9/7 to review Plan A and address other questions and concerns. A gentleman who assists Creative Library Concepts with acoustic paneling and another gentleman who deals with flooring came to the Library to measure for pricing. Indeed, the foyer project with included acoustic panels, but the flooring person is for different flooring options for the future.

Ms. Smith showed the two different types of glass panels that could be installed near doorway in the foyer. Ms. Missonellie asked where they are going and what they would do, Ms. Smith pointed out the panel location on Plan A and that they would aid will the reduction of sound, wind, and act as a barrier. Ms. Smith explained that the panels would not be permanent. Mayor Goldberg asked if the designer had a recommendation. Ms. Smith stated that she did not. Also, Mayor Goldberg asked the Buildings & Grounds Committee to look at this issue and make a recommendation. They could look at costs and other logistics.

Mr. Metzler gave Ms. Puzen the contact information of Harry Gordon, contractor, who will give the Library an estimate regarding the removal of some items in the Foyer.

We will check with the Fire marshal if there would be any issues moving the fire extinguisher.

TECHNOLOGY

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith reported that the fans in the Library's service were not working properly, but have been repaired.

We have received the laptop and docking station, and Mr. Jackson has configured and setup the laptop in the Circulation Office.

We have received the new scanners; however we are missing the wiring and parts for the base.

We have received a second laptop by accident and will be sending that back.

Ms. Puzen presented the quote for a new staff copier. The current copier we have is from Procopy, and they are a State Contrast. In the buying the copier, the Library will save over \$700 dollars.

There were questions regarding the cost of color prints and how and why the Library is charged. It is unclear how or why that is the case. But, Ms. Puzen will look into it.

Resolution #2017-R009: Approving the purchase of a New TA-5052ci Color Digital Copier from Procopy for \$7710 from Capital Reserve.

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		*							

POLICY

Vicki Arians, Committee Chairperson

Ms. Smith presented a Notary Services Policy for a first reading, since Ms. Puzen is now an official notary. The Board recommended some changes to the Policy during this first reading. Ms. Smith will make those changes. She will also clarify some items on the Policy will Ms. Arians.

Resolution #2017-R010: Approving the first reading of the Notary Services Policy.

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		*							

Ms. Smith discussed the webinars she listened to regarding the BCCLS 2018 Budget and the proposed changes to the bill for member libraries. The budget will be introduced in at the September System Council meeting and voted on at the October one. Regardless of which model is voted on, the following eService’s will end at the end of the year: Hoopla, Naxos Music Library, & Naxos Spoken Word.

Ms. Smith is going to inquiry of the Passaic County Freeholders if there is the possibility of receiving some funding since we are in Passaic County and we do service residents of Passaic County beyond just Hawthorne.

Resolution #2017-R011: Approving Ms. Smith to vote for the new BCCLS Billing model at BCCLS System Council.

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		*							

COMMUNITY PUBLIC RELATIONS

Jean Mele, Committee Chairperson

Ms. Smith stated that yoga is a very popular program at the Library, as well as, is Bingo, and the three book groups.

Ms. Mele asked which Bingo it was; Mr. Jackson stated that is was Family Bingo which is run by Mr. Keeble and the Adult Services department.

Mr. Jackson also pointed out that Ms. Bielen is spearheading widening our social media presence by using each outlet to its strengths, and increase the number of videos and images of staff and patrons engaging in the Library.

PERSONNEL

Linda Missonellie, Committee Chairperson

The Library has re-opened the search for a part-time Adult Services Librarian.

NOMINATING

Sharon Abbood, Committee Chairperson

Ms. Abbood discussed the need to change or suspend the by-laws. The vote will be in November.

NEGOTIATIONS

Linda Missonellie Committee Chairperson

No information at this time.

MEETING ROOM APPLICATIONS

None at this time.

PROFESSIONAL DEVELOPMENT

Ms. Smith attended and presented at the BCCLS CALM breakfast, "Climbing the Ladder."

OLD BUSINESS

Training in CPR & AED does not count toward continuing Trustee education.

Also, unless the person has specific library law expertise, a presentation by a lawyer on a general topic would not count.

NEW BUSINESS

None at this time.

FRIENDS OF THE LIBRARY

The sale of the solar eclipse glasses netted approximately \$10,000.

The Friends of the Library will sponsor three Library programs, a magic show, a Veteran's Day program, and a Sinatra concert.

The BCCLS Friends Breakfast will be on 10/17, the tickets are \$35 and the Friends will pay \$6 of the cost goes to the scholarship.

The books at the pool were quite a success; over five hundred were brought to the pool over the summer.

MOTION TO GO INTO PRIVATE SESSION: 6:20

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		*							

PRIVATE SESSION:

Ms. Smith asked the Board to make a motion to go into private session. There is something about herself she needed to discuss.

MOTION TO EXIT FROM PRIVATE SESSION: 6:24

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: 6:25pm

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, September 13, 2017 at 5:00 P.M.

Summary of Resolutions and Votes

- Vote #2017-V025: Approving the Minutes for August 16, 2017– Regular Public Meeting. 2
- Vote #2017-V024: Approving the Bill List for 8/17/2017 through 9/13/2017 , inclusive. 2
- Resolution #2017-R008: Approving the Report of Audit on the Financial Statements and Supplementary Schedules of the Louis Bay 2nd Public Library (Hawthorne, New Jersey) for the Years Ended December 31, 2016 and 2015 by Suplee, Clooney & Company. 3
- Resolution #2017-R009: Approving the purchase of a New TA-5052ci Color Digital Copier from Procopy for \$7710 from Capital Reserve. 4
- Resolution #2017-R010: Approving the first reading of the Notary Services Policy. 4
- Resolution #2017-R011: Approving Ms. Smith to vote for the new BCCLS Billing model at BCCLS System Council. 4