

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

## Board of Trustees Regular Monthly Meeting

**Minutes – October 11, 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	*		
Mary Ellen Puzen Business Manager	N/A	*		

APPROVAL OF THE MINUTES FOR: September 13, 2017– Regular Public Meeting

- Vote #2017-V029: Approving the Minutes for September 13, 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:

Ms. Smith asked that Jayne Bosgra, President of the Friends of the Library, present and speak first, since she has another meeting her needs to go to.

Ms. Bosgra stated the Friends of the Library did very well from the solar eclipse sunglasses and would like to give back to the Library. The idea is improve the Staff Lunch Room. Ms. Bosgra’s ideas are to acquire new cabinets, chairs, lights, and table. Ms. Bosgra wanted to run this idea pasted the Board before she began talking to the staff and working on plans. The Board thinks it is a very nice idea.

FINANCIAL REPORTS/BILL LIST

Jean Mele, Committee Chairperson

- Vote #2017-V030: Approving the Bill List for 9/14/2017 through 10/11/2017 , 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	*		*	*	*	*			
Nay									
Abstain									
Absent		*					*	*	*

Ms. Missonellie asked about Bill Item #7625 Motion Picture Licensing and how many licenses did the Library have? Mr. Jackson stated that the Library had two, one covered the major motion picture houses and the other covered smaller independent film studios.

Mr. Metzler, looking ahead to the Buildings & Grounds Report, asked about the removal old Public Copier. With the purchase of the new copier, Procopy gave the Library a floor model.

Ms. Smith asked for a resolution to be passed to transfer funds from the Budget Line #22-Utilities in the amount of \$6,500 to four different accounts, 13-Periodicals \$600, 17-Supplies \$2,000, 19-Equipment \$800, 24-Computer Costs \$3,100. Since Utilities still have almost 50% of its allotted amount and it is the middle of October, the money could be used in other areas of the Library.

Ms. Smith created a map for DPW highlighting where they need to shovel after a snow storm.

Ms. Smith has received the 2018 Budget template from the Borough, she asked for an extension to 11/3, so the Library Budget can be submitted after the BCCLS System Council vote.

The Financial Committee will meet on 11/2 at 1pm to return the proposed Library Budget before it is submitted to the Borough.

**Resolution #2017-R010: Approving the Transfer of Funds, \$6,500 from Utilities to four different accounts.**

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		*					*	*	*

**COMMUNICATIONS**

Monica A. Smith, Director

Ms. Smith received a letter for a young lady in sixth grade regarding the reduction of YA programs to once a month. Ms. Smith will write a response and have the Board review it. A number of the Board members were surprised by the decision and interested in the young lady's concerns. Ms. Smith stated that the School Liaison's main responsibility what to be available to observe the kids behavior after school. Ms. Mele and Mr. Metzler asked why there was a reduction and what the Library was going to do instead. Ms. Missonellie asked who what in charge of programming in relation to YA. Mr. Jackson stated he oversaw all aspects of Adult & YA programs. At the moment, the whole Adult Services department including the School Liaison is involved in a monthly maker's space in the afternoon. Since, this has been one of the most successful YA programs. Mr. Jackson said we are planning on doing more in 2018. Ms. Missonellie said that the High School Library has a maker's space and could the Library do something like that. Mr. Jackson stated we could and that 3-D printers are becoming less expenses and the Library can try to apply for a grant. Further, Mr. Jackson said the Adult Services department is working on other programming to engage both Teens and Millennials as well. These programs with be both in the afternoon and evening. Mr. Metzler suggested speaking to the people at Chic Sew Cool Sewing School on Lafayette. Ms. Mele asked if the Library had or could offer skill classes like babysitting. Ms. Rees stated that the Library had offered them in the past and they were successful. Ms. Missonellie also suggested speaking to one of the local banks to help with a budget and saving class. Mr. Jackson said he would look into all of this.

**BUILDINGS AND GROUNDS**

Joseph Metzler, Committee Chairperson

Ms. Puzen reviewed the Buildings & Grounds report. Five Library employees received flu shots at the Health Department. The Library received the new staff copier and public copier. The old public copier was removed. The lift to the YA room was fixed. The inspection of the elevator was completed and the report will sent to Trenton. The DPW did the following work: they removed an air conditioner form a basement window, they removed a flagpole hanging from a telephone pole, they had Acorn Pest Control send to the Library to address the mouse issue, and the lights in the quiet study room were replaced. Ms. Puzen received four different quotes to clear the carpets. Eleven windows and one storm window were replaced and bars were installed in the front basement windows. Ms. Puzen also called Mr. DiBella, who inspected the Library's fire equipment. He stated that the Library will need carbon monoxide detectors installed under a new State law. He will inform the DPW to install them. Further, Ms. Puzen reached out to the Police Chief regarding AED/CPR training and is waiting to hear back. The only quote the Library has for work to be done in the foyer is from Mr. Gordon. The Library will need at least two more.

Ms. Smith asked about who was clearing the Library gutters. Mr. Metzler said the DPW has a company that will clean the gutters.

Ms. Missonellie and Ms. Mele asked why some items of the report have not been completed. Ms. Puzen stated that time to time she has to put in more than one work order before an issue is resolved.

- **Resolution #2017-R011: Approving the hiring of Trinity Clean to clean the Library’s carpets, no to exceed \$3,000 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		*					*	*	*

**TECHNOLOGY**

Richard A. Spirito, Jr., Committee Chairperson

The Library received and had installed the new copiers for staff and the public.

Members of the staff sat in on a web demo of Library Insight calendar and meeting room software. The Library looked into this software just in case the Library does not have access to Evanced via BCCLS after 2018. Ms. Missonellie asked how much it costs. Ms. Smith stated the start-up cost would be \$1,600, but after that it was \$895.

- **Appended Resolution #2017-R006: Approving the increase of \$100 to Resolution #2017-R006.**

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 asked the Board if those who are working on the Saturday before Christmas can use their floating holiday in the first quarter of the New Year. Ms. Missonellie asked for it to be a resolution on the November Board meeting agenda.

The Holiday closing list for 2018 is the same as was in 2007.

Members of the Board discussed some possible conflicts with the proposed Board Meeting schedule. Ms. Missonellie asked for the vote to be tabled until next meeting.

The second reading of the Notary Policy was approved. Ms. Puzen and the Library had made five dollars in notary fees so far.

**• Approving #2017-V031: Approving the Holiday Closing for 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	1		2						
Aye	*		*	*	*	*			
Nay									
Abstain									
Absent		*					*	*	*

**• Approving #2017-V032: Approving the Board Meeting Schedule for 2018. — Tableted for next month**

*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									

**• Approving #2017-V033: Approving the Notary Policy (2<sup>nd</sup> Reading)**

*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		*					*	*	*

**COMMUNITY PUBLIC RELATIONS**

Jean Mele, Committee Chairperson

N/A

**PERSONNEL**

Linda Missonellie, Committee Chairperson

- **Approving #2017-V034: Approving the hiring of Anne Ferguson, Page – Children’s Services, at \$8.44/hours for 30 hours/pp, retroactive to 25-Sep-2017**

*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		*					*	*	*

Mr. Metzler asked if the pages can float between departments if need be. Ms. Smith stated that one of the pages was cross trained and could float between departments.

**NOMINATING**

Sharon Abbood, Committee Chairperson

Ms. Smith inquired about the four Board members whose term expires at the end of 2017 and what was the timeframe for reappointment or new appointments? Ms. Missonellie said it can happen January 1<sup>st</sup> at a reorganization meeting, or on the first Wednesday of the month, and the current officers can hold their position until a new person is named.

**NEGOTIATIONS**

Linda Missonellie Committee Chairperson

No information at this time.

**MEETING ROOM APPLICATIONS**

AmeriHealth Insurance faxed an application for Meeting Room C. Mr. Jackson spoke to one their represents and they would like to rent the room since they participate in the Affordable Care Act and they need a public space to be able to answer questions from the public. The Board approved their meeting room application and Mr. Jackson will get in touch with them.

**PROFESSIONAL DEVELOPMENT**

Ms. Smith attended a number of BCCLS committee and council meetings. Ms. Mele & Mr. Metzler attended a seminar for continuing education for Trustees.

Ms. Mele asked if the Library had an Emergency Plan. Ms. Smith stated that the Library did. Ms. Mele asked if it was practice at all. Ms. Smith said that would be difficult to do base on the nature and design of the Library.

**OLD BUSINESS**

Ms. Smith discussed the meeting she had with a gentleman who gave the Library a quote on carpeting the whole foyer for over seven thousand dollars. Ms. Smith also had a copy of the glass panel installation guide that would go near the entrances.

The Board asked about the quote for preparing the foyer, the Library still needs two more quotes and it will need three quotes of the painting of the foyer.

**NEW BUSINESS**

Mr. Jackson presented about workshops that the Library is hosting with the State Library and the Department of Taxation for small businesses.

The Board approved the quote from Trinity Cleaners.

**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: 6:35pm**

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

## Summary of Resolutions and Votes

- Vote #2017-V029: Approving the Minutes for September 13, 2017– Regular Public Meeting. 2
- Vote #2017-V030: Approving the Bill List for 9/14/2017 through 10/11/2017 , inclusive. 2
- Resolution #2017-R010: Approving the Transfer of Funds, \$6,500 from Adm to four different accounts. 3
- Resolution #2017-R011: Approving the hiring of Trinity Clean to clean the Library’s carpets, no to exceed \$3,000 from Capital Reserve. 4
- Appended Resolution #2017-R006: Approving the increase of \$100 to Resolution #2017-R006. 4
- Approving #2017-V031: Approving the Holiday Closing for 2018. 5
- Approving #2017-V032: Approving the Board Meeting Schedule for 2018. Tableted for next month 5
- Approving #2017-V033: Approving the Notary Policy (2<sup>nd</sup> Reading) 5
- Approving #2017-V034: Approving the hiring of Anne Ferguson, Page – Children’s Services, at \$8.44/hours for 30 hours/pp, retroactive to 25-Sep-2017 6