

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

## Board of Trustees Regular Monthly Meeting

**Minutes – December 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 | *       |        | 5:10  |
| 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<br>Recording Secretary  | N/A     | *       |        |   |
| Mary Ellen Puzen<br>Business Manager     | N/A     | *       |        |   |

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

**• Vote #2017-V040: Approving the Minutes for November 8, 2017– Regular Public Meeting.**

Library Board Roll Call Vote

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

Ms. Smith pointed some minor errors to be corrected. Mr. Jackson stated he would correct the minutes before posting to the Library’s website. The minutes were approved with revisions.

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

No Public

**FINANCIAL REPORTS/BILL LIST**

Jean Mele, Committee Chairperson

**• Vote #2017-V041: Approving the Bill List for 11/9/2017 through 12/13/2017 , inclusive.**

Library Board Roll Call Vote

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

Ms. Smith reported that the painters will be at the Library on both Sunday and Tuesday. The checks will be held until the work is complete.

Ms. Puzen reported that PSE&G has not sent the Library a bill for the past few months. Upon investigation, Ms. Puzen found that PSE&G issued the Library a new account number and nothing has been processed with said number. Ms. Puzen is waiting for PSE&G to process the past two months. The Mayor recommended encumbering the money from this year’s budget to cover the bill once it is issued. Since past bills have been about \$11,000; the Mayor recommended setting aside \$12,000.

**COMMUNICATIONS**

Monica A. Smith, Director

Ms. Smith stated as reported by Mr. Jackson, a woman came into the library, and told Ms. Bielen how much she loves her videos. She’s a fan and waits for them every week.

Theresa DiGeronimo emailed Mr. Jackson and asked how we do the book video, since the students there want to do the same thing, and they really enjoy them too. Mr. Jackson has been in contact with her regarding how to do said videos.

**BUILDINGS AND GROUNDS**

Joseph Metzler, Committee Chairperson

Mr. Metzler mentioned that Mr. Gordon will be placing sheets of metal along the outside of the Children’s wing of the Library to help stop animals from entering the building. A patron and a staff member from Children’s did see what looked like a squirrel’s tail sticking out from under the overhang.

Mr. Metzler also helped the Library take down the bulletin boards in the foyer.

Other Buildings and Grounds issues were reported on the Buildings and Grounds Report by Ms. Puzen: The DPW repaired the following: a circuit breaker that was shorting out three outlets and lights behind the Reference Desk, the flag box was emptied, Christmas decorations were placed inside & outside the Library, lights in the parking lot were fixed, the automatic door opener was repaired, the furniture in the lobby was moved, and broken chairs were removed. Further, Mr. Weisz gave the Library an estimate on painting the lobby. He will be painting the lobby on Sunday, December 17<sup>th</sup> and Tuesday, December 19<sup>th</sup>. Mr. Gordon completed his work in the lobby. Trinity Rug Cleaners cleaned on Friday, November 10<sup>th</sup>. Reiner completed their winter maintenance on November 16<sup>th</sup>. A staff member saw where the animals are getting in on the side of the Library. Mr. Gordon will seal the area in the last week of December. The Police Chief will teach a AED/CPR class to the Library staff once he gets his new card.

The painters are coming to the Library on Sunday & Tuesday. On Sunday, the painters are going to paint the skylight. Since the painters will be painting the foyer, Ms. Smith asked to Board to approve closing the Library until 5pm.

There was a discussion regarding if the Library needed to be closed until 5pm. The Mayor and Ms. Mele asked if the Library needs to be closed almost all day, since the Library will be closed December 22<sup>nd</sup>, 23<sup>rd</sup>, & 25<sup>th</sup>. Ms. Smith stated it would be best, since both the front and side entrances would have to be closed and all traffic would flow through Children’s. Ms. Arians voiced her concern as well. Ms. Smith said there would be a lot of things the staff could get done if the Library was closed to the public, like clean the basement. The Mayor asked that the staff’s time was put to proper use.

- **Vote #2017-V042: Approving closing the Library to the public until 5:00pm on Tuesday, 12/19, to accommodate painting the lobby.**

*Library Board Roll Call Vote*

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

**TECHNOLOGY**

Richard A. Spirito, Jr., Committee Chairperson

Ms. Smith stated that Scott from NRESC took down the TV and said that once the TV was put back, they were going to get a Chromebit for the TV, since the Library is currently using a USB drive to display Library events on the TV. Ms. Smith stated that she thinks the Schools use them. Mr. Spirito said that they did and they worked very well.

This would not replace the Bulletins Boards; however, the Library will look into different types of display racks. Ms. Smith also stated that she hopes to hear from BCCLS regarding upgrades in the near future.

**POLICY**

Vicki Arians, Committee Chairperson

**Vote #2017-V043: Approving updated Circulation 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  |               |              |                          |           |             | *                 | *           |                              |             |

Dr. Spirito asked if Ms. Smith worked with Ms. Arians on the new Circulation Policy. Ms. Smith stated that she did not only because there were only changes to the number of items and the wording regarding interlibrary loan.

**COMMUNITY PUBLIC RELATIONS**

Jean Mele, Committee Chairperson

Ms. Smith stated that Mr. Jackson in planning on advertising the Focus Group times before the next Strategic Planning Committee.

Mr. Spirito stated that the School is starting work on their Strategic Plan.

**PERSONNEL**

Linda Missonellie, Committee Chairperson

**Vote #2017-V044: Accepting the following resignations:**

- o Grant Leininger – Page (12/8/2017)
- o Sara Kosa – Page (12/21/2017)
- o Karen Alberque – School Liaison (12/7/2017)

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                        |           |             |                   |             |                              | 2           |
| Aye     | *             | *            | *                        | *         | *           |                   |             | *                            | *           |
| Nay     |               |              |                          |           |             |                   |             |                              |             |
| Abstain |               |              |                          |           |             |                   |             |                              |             |
| Absent  |               |              |                          |           |             | *                 | *           |                              |             |

The Board accepted the following resignations with regret.

Ms. Smith would like to rethink the manner in which the Library advertises for the School Liaison position and is planning on speaking with Mr. Spirito about it.

**NOMINATING**

Sharon Abbood, Committee Chairperson

The Mayor thanked both Sharon Abbood and Terry Segro for their service to the Board. They were not reappointed to the Board. The Mayor will appoint two new members of the Board in the New Year.

**NEGOTIATIONS**

Linda Missonellie Committee Chairperson

The next meeting with be on 12/20.

**MEETING ROOM APPLICATIONS**

None

**PROFESSIONAL DEVELOPMENT**

Ms. Smith was reappointed to the Municipal Alliance.

The Mayor thanked the Library for hosting the Stigma Free program.

**OLD BUSINESS**

Mr. Jackson discussed the cost of a Library newsletter to go to every home in Hawthorne and unfortunately, it is beyond the scope of the 2018 budget.

**NEW BUSINESS**

The statewide delivery system is transitioning from one Delivery Company to another in the New Year. The Library will work with its neighbor libraries to return items during this transition period, since the current company is only making drop offs and is not picking up.

Dr. Spirito distributed the Director’s Annual Performance Evaluation Form. He asked that each board member complete the form and return to him or to Linda Missonellie’s office after the holidays.

**FRIENDS OF THE LIBRARY**

The Friends recently made over \$200 in a weekend from the Book Sale.

The chairs that the Friends had refinished are in the main area of the Library.

**MOTION TO GO INTO PRIVATE SESSION:**

*Library Board Roll Call Vote*

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

**PRIVATE SESSION:**

**MOTION TO EXIT FROM PRIVATE SESSION:**

*Library Board Roll Call Vote*

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

MOTION TO ADJOURN: 5:48pm

Library Board Roll Call Vote

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

Next Regular Meeting – Wednesday, January 10, 2018 at 5:00 P.M.

## Summary of Resolutions and Votes

- Vote #2017-V040: Approving the Minutes for November 8, 2017– Regular Public Meeting. 2
- Vote #2017-V041: Approving the Bill List for 11/9/2017 through 12/13/2017 , inclusive. 2
- Vote #2017-V042: Approving closing the Library to the public until 5:00pm on Tuesday, 12/19, to accommodate painting the lobby. 3
- Vote #2017-V043: Approving updated Circulation Policy. 4
- Vote #2017-V044: Accepting the following resignations: 4
  - Grant Leininger – Page (12/8/2017) 4
  - Sara Kosa – Page (12/21/2017) 4
  - Karen Alberque – School Liaison (12/7/2017) 4