

# Louis Bay 2nd Public Library Board of Trustees Regular Monthly Meeting

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2014 Minutes – October 8, 2014 5:00pm

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1) President Linda Missonellie called the October 8, 2014 meeting to order at 5:08pm. The Sunshine notice was read

2) **Roll Call**

The following trustees were present:

|  | Present            | Absent      |
|--|--------------------|-------------|
| Sharon Abbood (3/2017)                           | x (arrived 5:19pm) |             |
| E. Vicki Arians (12/2014)                        |                    | x           |
| Theresa DiGeronimo, Superintendent's Alternate   |                    | x           |
| Richard Goldberg, Mayor (n/a)                    | x                  |             |
| Jean Mele (12/2017)                              | x                  |             |
| Joseph Metzler (12/2016)                         | x                  |             |
| Linda Missonellie, President (12/2019)           | x                  |             |
| Dr. Jill Mortimer, Superintendent of Schools     |                    | x           |
| Terry Segro (12/2017)                            |                    | x (excused) |
| Garry Sinning, Mayor's Alternate                 | x                  |             |
| Dr. Richard A. Spirito, Vice-President (12/2015) | x                  |             |
| Monica Smith, Director (n/a)                     | x                  |             |

3) **Approval of Minutes**

a) The September 10, 2014 minutes were approved 5-0 on a motion by Rich Goldberg and seconded by Joe Metzler.

4) **Communications**

- a) On 9/11, a phone call was received from a patron named Helen Shevan who is concerned that not enough handicap spaces are available in the parking lot. Currently, the library meets the NJ guidelines for allocated parking spaces; therefore no further changes will be made to the lot. However, the director offered Ms. Shevan staff assistance, if needed when she parked.
- b) On 9/18, the director was contacted by an advisor from PNC wealth management that the library was named as a beneficiary in a recently terminated trust estimated to be valued at \$27,000. Since the beneficiary is specified as the Hawthorne Library Association, an outdated designation for the library, a research project conducted by a volunteer grad student will ensure the proper legacy of the bequest.

5) **Financial Reports/Bill List**

a) **BILL LIST** - The Library Bill List (from 9/11 to 10/8) was approved on a 5-0 motion by Rich Goldberg and seconded by Sharon Abbood. Linda Missonellie abstained on the vote for payment for the Hawthorne Press. Board members questioned whether enough was being done to go after patrons with delinquent accounts and asked the Director to report back with her findings.

- b) **Spine Labels**- After receiving a tip from a neighboring library, it was discovered that the library was paying Baker & Taylor book distributors 8 cents more for spine labeling than the fee negotiated by BCCLS. The issue is currently being resolved by staff members.

6) **Director's Report/Committee Reports:**

Buildings and Grounds

- a) The new digital display sign in front of the library is operational but needs some additional programming to eliminate errors. Additional cables are needed in order for the sign to be controlled remotely. All repairs will fall under the initial \$3,000 as *per resolution 2014-08-Electric Connection for Outside Sign*. A policy for access to the sign is needed and was referred to the technology committee.
- b) Special thanks were given to the DPW for cleaning the roof, gutters and grounds of the library in time for the September Art Show.
- c) The landscaping contract needs clarification in order to determine who is responsible for weeding and leaf removal for the library.
- d) A total of 17 items from the library are set to be offered in the borough auction scheduled for mid-October. Items include outdated A/V equipment and surplus furnishings.

Finance/Budget

- a) Head of Readers Services, Mauro Magarelli, applied for the New Jersey Council of the Humanities Library Book collection Award and was one of 5 winning libraries, securing a collection of 28 books.

Technology

- a) Business Manager, Monica Glattly, discovered a set of corrupted files on the library's QuickBooks financial app, which were corrected through upgrades and file restoration.
- b) PSESC updated user logons for the network computers by deleting profiles of ex-employee and correcting profiles to better reflect current staff members.
- c) In response to recent abuses of the public computer policy, department heads are looking to review the library's current policy on guest passes and whether or not to implement further restrictions.

Community Public Relations & Outreach

- a) On 9/17, Monica S. attended the Chamber of Commerce business card exchange at Columbia Bank
- b) On 9/27, several staff members covered the Friends table during Hawthorne Day.
- c) On 9/30, Monica S. attended the ribbon cutting ceremony and lunch at the Flaming Grill, compliments of the Chamber of Commerce.

Personnel/Professional Development & Negotiations

- a) The board retroactively approved the hiring of the following staff member on a 6-0 motion by Rich Goldberg seconded by Richard Spirito:
  - 1. Stephanie Brown: Page (\$8.25/30 hours per pay period) replacing Kevin Cosenza. Effective as of October 4, 2014.
- b) The board retroactively approved the resignation with regrets of the following staff member on a 6-0 motion by Joe Metzler seconded by Jean Mele.
  - 1. Kathleen Lehmann, Head of Reference. Effective at the end of the calendar year.

- 7) **Meeting Room Applications**
  - a) The board approved a library sponsored health education workshop conducted by the NJ Physicians Advisory Group on Friday, Nov. 21, 2014 on a 6-0 motion by Sharon Abbood, seconded by Joe Metzler.
  - b) The board placed a hold on a room application submitted by the New Jersey Association of School Technology for a meeting to be held on Feb. 12, due to a scheduling issue.
- 8) **Negotiations**
  - a) On 9/18, Negotiations for the supervisor's contract will move to mediation. No new meeting date was decided.
- 9) **Nominations**
  - a) Sharon Abbood reminded the board that nominations for the positions of board president, vice president, secretary and treasurer will be required for the November meeting.
- 10) **Old Business** – N/A
- 11) **New Business** –
  - a) It was brought to the board's attention that an upcoming change in the school administration will cause two family members to be serving on the library board. The consensus of the board was that the members do not determine who's appointed to serve.
- 12) **Public Comment**
  - a) Jayne Ace Bosgra, president of the Friends, invited board members to Bottagra's Restaurant on 10/26 for the Friends 100-year anniversary celebration. She also thanked the board for allowing access to library during a Sunday for the Lenape Event, which was attended by 50 people. She also voiced concern over lights in the parking lot being out.
- 13) **Adjournment**
  - a) The meeting was adjourned at 6:28 pm on a 6-0 motion by Rich Spirito seconded by Sharon Abbood.

*Minutes respectively submitted by Mauro Magarelli*