

MINUTES OF THE MEETING – April 11, 2012

**THE BOARD OF TRUSTEES OF THE
LOUIS BAY 2ND LIBRARY**

President Linda Missonellie called the April 11, 2012 meeting to order at approximately 5:00 p.m.. The Board went into closed session at 5:00 pm and re-opened to the public at 6:15 pm. The Sunshine notice was read.

1. **ROLL CALL**

The following trustees were present:

<i>Trustee</i>	<i>Present</i>	<i>Absent</i>	<i>Notes</i>
Sharon Abbood (3/2012)	X		
E. Vicki Arians (12/2014)	X		
Richard Goldberg, Mayor (n/a)	X		
Joseph Metzler (12/2011)		X	
Linda Missonellie, President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)		X	
Jean Mele (12/2012)		X	
Terry Segro (12/2012)	X		
Garry Sinning, Council Liaison (12/2011)	X		
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O’Dowd, Director	X		

1. **APPROVAL OF MINUTES**

A Motion was made by Mayor Goldberg to approve the March, 2012 minutes, seconded by Terry Segro. Roll call was taken and motion was passed 7-0.

2. **COMMUNICATIONS** - None

3. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 7-0 on a motion by Sharon Abbood, seconded by Vicki Arians. The Final Budget vote from the council is scheduled for April 18th.

4 **DIRECTOR’S REPORT**

- a. **Buildings/Grounds** – The B&G Itemized list was presented for review. Kathie reported the ceiling tiles cannot be painted and it was the Board’s consensus to investigate the expense of replacement tiles. All strategic plans from vendors have been submitted and are available for review. The HCLF is not interested in funding the cost for the plans. The costs were ranged from \$10,000 - \$20,000. Kathie’s recommendation at this time was without funding for a strategic plan, we should at least implement a community survey to identify priorities to move forward.
- b. **Energy Audit**: the board questioned how long the offer is on the table – is there an extended time period. Questions were also raised as to the split and if the board chose to do one project, such as the boiler replacement and not the lighting would the 70-30% split still be available. Kathie will check with the company and report back.

- c. Electric Sign: The board would like to propose to separate the sign from the landscaping addition and move the sign to the corner of Jefferson and Lafayette. Kathie spoke to the Borough Administrator as to restrictions on a lighted sign within a neighborhood. Linda suggested giving the proposal to J. Metzler to contact John Lane an electrician.
- d. Policies: Kathie is reviewing the Prospect Park Policy interlocal agreement. A question arose as to medical release forms for participants in any physical program in the library, such as, yoga etc. Kathie will review such issue with Borough Administrator.
- e. Technology: HCLF has donated the funds to the library for the computer expansions. Kathie was advised to find out from the auditor which account the funds are to be deposited.
- f. Community Relations: Kathie has reached out to several community groups to talk about the library and what it has to offer.
- g. Personnel: Dept. Heads are working on proposals for staff shifting to help with the tech processing support. Interviews for the page replacement will begin. Meetings will begin to train staff on the new Polaris software. Kathie is still reviewing Baker and Taylor processing expense to alleviate our staff in the tech processing dept.

5. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** –

- a. Ramapo Bergen Animal Refuge – approved.
- b. Homework Club/tutoring – not approved.
- c. Yoga-Breathing Meditation – approved with exception: Not in balcony and only on an available night.

Board approved application A and C above on a motion by Vicki Arians and seconded by Terry Segro 7-0.

6. **COMMITTEE REPORTS**

- a. Buildings & Grounds: (Metzler) see Director’s report.
- b. Finance/Budget: (Spirito) Refer to Director’s Report
- c. Technology: (Mooney) see Director’s report
- d. Policy: (Arians) see Director’s Report.
- e. Community Relations: (Segro) Website is still under construction.
- f. Personnel: (Mele) – A motion was made by Gary Sinning, seconded by Terry Segro to terminate employment of Chris Ellerbrook as of 4/11/12 per resolution. Roll call was taken and resolution was approved 6-0.
- g. Nominating: (Abbood) - None
- h. Negotiations: (Spirito) None

7. **OLD BUSINESS** – None

8. **NEW BUSINESS** – None

9. **PUBLIC COMMENT** –None

10. **PRIVATE SESSION** – None

11. **ADJOURNMENT** – The Board adjourned the meeting at 7:10 pm on a motion by V. Arians, seconded by T. Segro. Motion passed 6-0.

Respectfully submitted,
Janice Judge, Administrative Assistant