

MINUTES OF THE MEETING – June 13, 2012

THE BOARD OF TRUSTEES OF THE LOUIS BAY 2ND LIBRARY

President Linda Missonellie called the June 13, 2012 meeting to order at approximately 5:15 p.m. The Sunshine notice was read.

1. ROLL CALL

The following trustees were present:

Table with 4 columns: Trustee, Present, Absent, Notes. Lists trustees such as Sharon Abbood, E. Vicki Arians, Richard Goldberg, etc., with their attendance status.

1. APPROVAL OF MINUTES

A Motion was made by Joe Metzler to approve the June, 2012 minutes, seconded by Dr. Spirito. Roll call was taken and motion was passed 5-0.

2. COMMUNICATIONS – A suggestion box has been placed at the reference desk. A water cooler has been placed to take place of the water fountain that was removed. Kathie O’Dowd explained a letter written by our lawyer in reference to a past employee, Mr. Terceros. Thank yous were received from the public for the Open House.

3. FINANCIAL REPORTS / BILL LIST – The bill list was approved 6-0 on a motion by Rich Spirito, seconded by Sharon Abbood. The budget sheet was presented. Kathie mentioned trying to improve a more effective way of representing contra and income on a spreadsheet. Invoices were generated for the top offenders of fines. Received one payment as a result. Bookkeeping will keep track of other libraries who owe us money also.

4. DIRECTOR’S REPORT

- a. Buildings/Grounds –Building and Grounds report was presented. Resolution 2012-07– Approval of ceiling tile replacement in various locations. Costs not to exceed \$2100.00 Work to be performed by Harry Gordon. Resolution 2012-10 – Approval of stripping and waxing of Main Floor kitchen and basement bathroom area. Work to be performed by Aslan Cleaning services not to exceed a cost of \$590.00

Resolution 2012-11 – The following HVAC repairs to be performed by KCG.

- Replace blower motor contactors on Units 2,4,5,7 at a cost of \$720.00
- Replace compressor on Unit #7 at a cost of \$1840.00
- Repair Unit #2 at a cost of \$1140.00

Resolution 2012-12 – Approval of the installation of 5 disconnects on the roof for the HVAC units for a cost of 2500.00 Work to be performed by Boublis Electric.

All funds for the above resolutions to be paid from Capital Reserve Account. Motion to accept all above Resolutions made by Jean Mele, seconded by Vicki Arians. Mr. Mooney abstained on 2012-07. Motions Approved 6-0.

- b. Policies: Kathie O’Dowd met with both Mayors and Eric Mauer and gave them a listing of Prospect Park patrons who owe fines and the respective amounts. Prospect Park Mayor will try to secure funds. The fines amount to \$2800 since 2007. The board will revisit a pay card policy next month. A sports activity medical release form was presented for review. After discussion it was decided to use the rider for any new program where there is physical activity.
- c. Technology: Website is under construction. The calendaring link has to be decided. The PC expansion is tentatively scheduled to begin July 9th. New PC furniture has been arriving and we are in the process of assembling.
- d. Community Relations: The public schools have required summer reading. We will build into our collection extra copies. The book store “Well Read” will also have copies and lists. A patron survey was discussed and the board will establish a committee to help the Director draft an electronic and/or paper survey. HCLF is looking into a fundraiser, “Festival of Trees”. Kathie will schedule a meeting with HCLF to discuss further.
- e. Circulation: During the new library card push and the open house, we acquired 100 new patrons and replaced 890 cards. With the new cards, patron data is updated and improved. Uncatalogued paperbacks will now be catalogued and processed in the system. Baker and Taylor is processing some of our materials. We still do all media. Kathie O’Dowd explained the installation of the new Polaris system and how it will streamline our loan processing.
- f. Personnel: An organization chart was distributed. Passaic County Workforce Program will assign us another summer student. Staff training is ongoing with the new Polaris system. Trustee Training will be scheduled with the lawyer who is willing to come in at a fee and conduct training.

5. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** – None

6. **COMMITTEE REPORTS**

- a. Buildings & Grounds: (Metzler) see Director’s report.
- b. Finance/Budget: (Spirito) Refer to Director’s Report
- c. Technology: (Mooney) – blocking site software was discussed for the YA computers. Kathie will pilot an internet explorer block in the children’s room. The board would like to form a committee to review the PC expansion with Kathie.
- d. Policy: (Arians) - Medical release form was approved on a motion by J. Metzler, seconded by J. Mele. Motion approved 6-0.
- e. Community Relations: (Segro) see Director’s report.
- f. Personnel: (Mele) – none
- g. Nominating: (Abbood) - None
- h. Negotiations: (Spirito) None

7. **OLD BUSINESS** – None
8. **NEW BUSINESS** – None
9. **PUBLIC COMMENT** –None
10. **PRIVATE SESSION** –
11. **ADJOURNMENT** – The Board adjourned the meeting at 6:50 pm on a motion by J. Metzler, seconded by Jean Mele.

Respectfully submitted,
Janice Judge, Administrative Assistant