



**BOARD OF TRUSTEES MEETING  
MINUTES OF SPECIAL BOARD MEETING HELD ON NOVEMBER 18<sup>TH</sup>, 2019**

**PRESENT:**

Sam Pinto, Vice President (*left early, 8:00p.m.*)  
Gemma Tansey, Secretary  
Mary Ellen Guarini, Trustee  
Barbara Mosca, Trustee (*arrived late, 6:54p.m.*)

Ralph Madalena, Library Attorney  
Tara Lannen-Stanton, Director  
Jill Lessard, Administrative Assistant

**ABSENT WITH NOTICE:**

Carol Arnone, President

A. PUBLIC SESSION 6:30 P.M.

B. Call to Order by Sam Pinto @ 6:39 p.m.

I. *Approval of Minutes, October 28<sup>th</sup>, 2019 and November 7<sup>th</sup>, – unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey. \*\*Trustee Mosca was not present for this vote.*

II. *Approval of Bills and Schedules 1154, 1155, and 1156 – unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Tansey. \*\*Trustee Mosca was not present for this vote.*

III. *Director’s Report – the November Director’s report was previously provided/reviewed at the 11/7/19 meeting.*

IV. *Staff Reports – the November Staff reports were previously provided/reviewed at the 11/7/19 meeting.*

V. *Correspondence – there were no Correspondence items.*

VI. *Old Business –*

1. *Patron Code of Conduct – was tabled until the 1/13/2020 meeting for addt’l staff input and feedback.*

2. *Approval of revised Safety of Minors Policy – was unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Guarini. \*\*Trustee Mosca was not present for this vote.*

VII. *New Business*

1. *Use of Diane Parr Memorial Funds – The proposed use of the funds to purchase a) a plaque for the W.End Branch, and b) (2) iPads w/security stands (one for Main, one for West) dedicated to e-magazine reading as that was one of Diane’s passions. The iPads would have a “plaque” noting that they were in Diane’s memory. Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved. \*\*Trustee Mosca was not present for this vote.*

2. *2020 Integrated Library System (ILS) Budget – the Director stated that there will be an increase of approximately \$1,500 over the 2019 cost, as well as a \$1,700 for the Acquisitions module (which allows us to manage our acquisitions). It was noted that the cost is based on certain Library specific statistics averaged over a 3-year period. The Director’s recommendation was to continue with the Acquisitions module for the 2020 year, advising that she will be monitoring the module to determine if it is worth the additional expense after that. Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved. \*\*Trustee Mosca was not present for this vote.*

3. *2020 Database Renewals – included in the packet was a listing of the upcoming January 2020 Supplemental Database Subscriptions, with associated costs / usage figures. After discussion, the Board left it*



up to the Director as to which Databases to renew, taking into consideration the Board's comments. **\*\*Trustee Pinto was not present for this discussion.**

4. **Beverages in the Library** – currently, there is no official policy that applies to the Library as a whole with regard to beverages (and/or food). After discussion, it was generally agreed to that there needs to be consistency throughout the Library, as well as some Gallery specific guidelines as related to events (i.e. monthly Art League reception, etc.). The Director is working on a policy, taking into consideration the Board's comments as well as her own suggestion for making library "branded" reusable mugs a requirement for beverages throughout the Library. **\*\*Trustee Pinto was not present for this discussion.**

5. **Technology Upgrades and Reserve Capital Funds: Review eligibility to use Computer Capital Funding** – the Director's recommendation to allocate Reserve Capital Funds for eligible technology expenses, including expenses already incurred in fiscal year 2019/20, as well as proposed expenses for fiscal year 2020/21, **was approved by the Board. Motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved. \*\*Trustee Pinto was not present for this vote**

6. **Safety and Security** –

- **Banning of Jose Rodriguez** – Trustee Pinto motioned to ban Mr. Rodriguez as of 11/18/19, giving him the due process of coming to a Library Board meeting to appeal; seconded by Trustee Guarini and unanimously approved. **\*\*Trustee Mosca was not present for this vote.**
- **Update to Megan's Law** – Motion to accept by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved. **\*\*Trustee Mosca was not present for this vote.**
- **Safety and Security Upgrades and Training** – The Board asked that the Director obtain competitive bids based on the various areas and options for such discussed. It was suggested that the Director contact Lt. Dodge of the LBPD for a free security assessment. The Director agreed, and noted that her recommendation for funding would be to use the Capital Improvements Reserve Fund. **\*\*Trustee Mosca was not present for this discussion.**

7. **Event scheduling coordination** – The Director advised that she would be working closely with City Hall to avoid event "overlap" going forward. She expressed her recommendation that the Library needs to have a more visible presence and participation at community events (i.e., Polar Bear Plunge, Boardwalk Fairs, etc.), as well as coordinating cross-promotion of events. **\*\*Trustee Pinto was not present for this discussion.**

VIII. **Good and Welfare** – Trustee Guarini inquired about a patron who suffered a fall in the Library. The Director advised that as far as the Library was informed, the patron was doing well. In response to Trustee Pinto, she confirmed that the area where said patron had fallen had no defects or hazards, and advised that the Library is getting pricing to upgrade our security camera system to include the stairwells.

IX. **CSEA** – there were no CSEA items.

X. **Personnel**

1. Appointment of Jeannine Dillon to P/T Librarian Trainee in Adult Services – **motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved. \*\*Trustee Pinto was not present for this vote.**

XI. **Executive Session** – the Board entered Executive Session at 7:55 p.m. **Motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved. \*\*Trustee Pinto was not present for this vote.** The Board re-entered Public Session at 8:06 p.m. **Motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved. \*\*Trustee Pinto was not present for this vote.** No votes were taken during Executive Session.

XII. **Date and Time of Next Meeting is Monday, January 13<sup>th</sup>, 2020 at 2:00pm Public Session; will adjourn into Executive Session if needed** – **Motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved. \*\*Trustee Pinto was not present for this vote**

XIII. **Adjournment** – the meeting adjourned at 8:07 p.m. **Motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved. \*\*Trustee Pinto was not present for this vote**