

September 5, 2023 Bayonne Library Board of Trustees Minutes.

7:02 pm: President Doria called the meeting to order and read the “open meeting” announcement once a quorum of members were present.

Attendance: Present: Maribeth Doria, Vincent Pelote, Donna Russo, and Caroline Ulivella.

Absent: Ryan Blake (excused). Jennifer Vecchiarelli.

Also Present: Melody Scagnelli-Townley, Interim Library Director and Douglas S. Zucker, Esq., Board Attorney.

Agenda item: June 2023 minutes. Approval of minutes moved by President Doria, seconded by Secretary Russo, passed by unanimous roll call vote.

Agenda item: August 2023 minutes. Approval of minutes moved by Vice-President Pelote, seconded by Trustee Ulivella, passed by unanimous roll call vote.

Agenda item: Consideration of September Bills lists. Approval of the bills list was moved by Vice-President Pelote, seconded by Trustee Ulivella, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-19 “RESOLUTION APPROVING PAYMENT OF CERTAIN INVOICES TO CLARKE CATON HINTZ FOR ARCHITECTURAL SERVICES FOR RENOVATIONS TO THE LIBRARY”. After Interim Director Scagnelli-Townley read the resolution text, resolution approval was moved by President Doria, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-20 “RESOLUTION APPROVING PAYMENT OF CERTAIN INVOICES TO TEKCON CONSTRUCTION FOR CONTRACTING SERVICES FOR RENOVATIONS TO THE LIBRARY”. After Interim Director Scagnelli-Townley read the resolution text, resolution approval was moved by President Doria, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Interim Director’s Report (including Construction Updates). For construction updates: Interim Director Scagnelli-Townley reported on the progress of the 31st St. construction project & on the summer closure in June, July, and August of the 31st St. building while asbestos abatement, boiler work, & elevator car replacement occurs. She reported about delays with future ordering due to additional paperwork requirements from City Finance. She reported about delays with staff returning to the 31st St. building for processing work due to issues with the HVAC/chiller system. She reported about new leaks that developed in the building during the asbestos abatement closure period and the impacts of those leaks on flooring, books, & bookcases. She reported on the opening timeline of the 31st St. building. She reported on the available services at Story Court. And she also reported on the payments being approved to the construction company, TekCon, and the architects, CCH.

For non-construction updates: Interim Director Scagnelli-Townley reported on the re-submission of the second state grant requisition payment for \$500,000 after the initial submission was rejected in early June because not enough matching funds had been spent & described the payment structure for the remaining two payments. She detailed updates to the Bayonne Public Library website, including a new “Trustees” page which includes all meeting dates for the year and minutes & agendas for all meetings that already occurred. She provided a brief update about the beginning of the 2024 budget creation & approval process. She informed the Trustees about the lack of existing Library policies and her work over the summer to draft new Library policies with the legal guidance of Board Attorney Zucker. She reported on the structure and requirements for a new grant opportunity: The Community Center Digital Connection Grant. She provided a brief update about the finalization & distribution of the new Union contract as well as the stepping down of the president of the Union and the date & time for the new Union President nominations. She also reported on the success of the Bayonne Book Club, which continues to have many repeat attendees, both in-person and online via Zoom. And she explained the issuance of official Bayonne Library emails for all Trustees and described how to navigate to, log into, and change the password for those new emails.

Agenda item: Consideration of Resolution 2023-21 “APPROVING NEW LIBRARY CARD POLICY”. After Interim Director Scagnelli-Townley read the resolution text, resolution approval was moved by Trustee Ulivella, seconded by President Doria, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-22 “APPROVING NEW CONFIDENTIALITY OF PATRON INFORMATION POLICY”. After Interim Director Scagnelli-Townley read the resolution text, resolution approval was moved by Vice-President Pelote, seconded by President Doria, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-23 “APPROVING NEW UNATTENDED YOUTH POLICY”. After Interim Director Scagnelli-Townley read the resolution text, resolution approval was moved by Trustee Ulivella, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Public Comments. Bayonne Resident Donna Holovach reported that the sign outside Bayonne Public Library’s 31st St. building should be updated to a digital sign.

Agenda item: Executive session for the purpose of discussing personnel matters. Board moved to executive session at 7:47 pm, moved by President Doria, seconded by Vice-President Pelote.

Board moved out of executive session at 8:20 pm moved by Vice-President Pelote, seconded by President Doria.

Meeting adjournment was moved by Secretary Russo, seconded by President Doria, passed by unanimous voice vote at 8:21 pm.