

October 3, 2023 Bayonne Library Board of Trustees Minutes.

7:31 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, Ryan Blake, Jennifer Vecchiarelli, and Caroline Ulivella.

Absent: None.

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

Agenda item: September 2023 minutes. Approval of minutes moved by President Doria, seconded by Secretary Russo, passed by roll call vote with one abstention.

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

Agenda item: Consideration of Resolution 2023-24 “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 aloud, resolution approval was moved by Secretary Russo, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-25 “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 aloud, resolution approval was moved by Secretary Russo, 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 including boiler work, elevator car replacement, wiring, painting, and tiling. She reported about delays with future ordering and delivery due to additional paperwork requirements from City Finance. She reported about a history of leaks with the HVAC/chiller system’s tower, the need to replace the chiller tower before Summer 2024 to avoid service disruptions, and the HVAC services previously received from In-Line. She provided an update about damage repairs from leaks that developed in the building during the asbestos abatement closure period. She reported on the re-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, the architects, CCH, and the asbestos abatement company, Environmental Logic. She also reported on the receipt of the monies from the second state grant requisition payment for \$500,000 & described the payment structure for the remaining two payments.

For non-construction updates: Interim Director Scagnelli-Townley made a recommendation that the Library remain closed this year on Columbus Day & Veterans Day, despite the new Union contract indicating those federal holidays as open days, because the public had not been notified of these changes and the Story Court Library space would need to be used as an event space on both of those days, necessitating a partial closure of the Library even if the Library opted to remain open. The Trustees agreed without a vote that this was a reasonable course of action. She detailed an update to the Bayonne Public Library website - a new "Library Policies" page which includes all Library policies that have been approved thus far by the Trustees. She provided a brief update about the 2024 budget creation & approval process with City Hall, including the creation of "blankets" for expected expenses which were large or recurring. She informed the Trustees about her ongoing work to draft new Library policies with the legal guidance of Board Attorney Zucker. She reported on the structure, requirements, and submission of a new grant opportunity: The Community Center Digital Connection Grant. She provided a brief update about a patron medical incident which occurred at the Story Court temporary Library location. 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.

Agenda item: Consideration of Resolution 2023-26 "RESOLUTION APPROVING A CHANGE ORDER FOR ASBESTOS MONITORING AND SAMPLING SERVICES AND PAYMENT OF AN INVOICE FOR SAME TO ENVIRONMENTAL LOGIC, LLC". After Interim Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Secretary Russo, seconded by President Doria, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-27 "APPROVING NEW PATRON CODE OF CONDUCT POLICY". After Interim Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Trustee Blake, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-28 "APPROVING NEW MEETING ROOM RESERVATION POLICY". After Interim Director Scagnelli-Townley read the resolution text aloud, Secretary Russo asked that language be added to the policy requiring groups wishing to use Library meeting rooms to provide evidence of liability insurance. With this modification, the resolution approval was moved by Secretary Russo, seconded by President Doria, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-29 "RESOLUTION APPROVING ANNUAL CONTRACT FOR LIBRARY SERVICES WITH BYWATER SOLUTIONS". After Interim Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Secretary Russo, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-30 "RESOLUTION APPROVING ANNUAL CONTRACT FOR LIBRARY SERVICES WITH MANGO LANGUAGES". After Interim Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Secretary Russo, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-31 “APPROVAL OF THE RECOMMENDED ALLOCATION FOR LEGAL COSTS TO BE INCLUDED IN THE LIBRARY’S 2024 FISCAL YEAR BUDGET”. After Interim Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by President Doria, seconded by Vice-President Pelote, passed by unanimous roll call vote.

Agenda item: Public Comments. Bayonne Resident Donna Holovach asked if there was progress on updating the sign outside Bayonne Public Library’s 31st St. building to a digital sign. She also expressed her enthusiasm for the 31st St. Building reopening and more in-person programming resuming.

Agenda item: Executive session for the purpose of discussing personnel matters. Board moved to executive session at 8:45 pm, moved by Vice-President Pelote, seconded by President Doria.

Board moved out of executive session at 9:05 pm moved by Vice-President Pelote, seconded by President Doria.

Agenda item: Consideration of Resolution 2023-32 “RESOLUTION APPOINTING MELODY SCAGNELLI-TOWNLEY AS LIBRARY DIRECTOR”. After Board Attorney Zucker read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Trustee Ulivella, passed by unanimous roll call vote.

Additional Business: Vice-President Pelote moved to retroactively change Interim Director Scagnelli-Townley’s title in all October 2023 resolutions from “Interim Director” to “Director”. This was seconded by Trustee Ulivella and passed by unanimous roll call vote. The Board requested a presentation about current staffing levels and future hiring plans at the November 6th Library Board of Trustees meeting.

Meeting adjournment was moved by Vice-President Pelote, seconded by Secretary Russo, passed by unanimous voice vote at 9:15 pm.