

November 14, 2023 Bayonne Library Board of Trustees Minutes.

7:03 pm: Vice President Pelote called the meeting to order and read the “open meeting” announcement once a quorum of members were present.

Attendance: Present: Vincent Pelote, Donna Russo, Ryan Blake, Jennifer Vecchiarelli, and Caroline Ulivella.

Absent: Maribeth Doria (excused).

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

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

Agenda item: Consideration of October 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 2023-33 “RESOLUTION APPROVING PAYMENT OF CERTAIN INVOICES TO CLARKE CATON HINTZ FOR ARCHITECTURAL SERVICES FOR RENOVATIONS TO THE LIBRARY”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Trustee Vecchiarelli, seconded by Trustee Blake, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2023-34 “RESOLUTION APPROVING PAYMENT OF CERTAIN INVOICES TO TEKCON CONSTRUCTION FOR CONTRACTING SERVICES FOR RENOVATIONS TO THE LIBRARY”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Trustee Ulivella, passed by unanimous roll call vote.

Agenda item: Director’s Report (including Construction Updates). For construction updates: 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 projected delivery dates for furniture. She reported about her progress with finding and scheduling a structural engineer in order to discuss the need to replace the chiller tower before Summer 2024, as detailed in the monthly Director's Report. She reported on the anticipated reopening timeline of the 31st St. building, as detailed in the monthly Director's Report. She reported on the available services at Story Court. She also reported about the application and payment structure for the remaining two payments from the Library Construction Bond Act grant, as detailed in the monthly Director's Report.

For non-construction updates: Director Scagnelli-Townley reminded the Trustees that the Library would be closed on Veterans Day. She detailed an update to the Bayonne Public Library website - the addition of the new “Patron Code of Conduct Policy”. She provided a brief update about the

2024 funding received from tax revenues and from the NJ State Library's Per Capita State Aid as detailed in the monthly Director's Report. 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 response deadline of a new grant opportunity: The Community Center Digital Connection Grant. She provided a brief update about the weekly Yarn Group & Knitting Class and reported on the success of the Bayonne Book Club, which continues to have many repeat attendees, both in-person and online via Zoom. A copy of the Director's Report for November 2023 will be maintained with these minutes.

Agenda item: Consideration of Resolution 2023-35 "RESOLUTION APPROVING THE CIRCULATION POLICY". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Secretary Russo, seconded by Trustee Ulivella, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2023-36 "RESOLUTION APPROVING ANNUAL CONTRACT FOR LIBRARY SERVICES WITH SPRINGSHARE". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Secretary Russo, seconded by Trustee Ulivella, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2023-37 "RESOLUTION APPROVING SALARY INCREASE FOR NON-BARGAINING UNIT EMPLOYEES". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Trustee Blake, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2023-38 "RESOLUTION DESIGNATING APPROPRIATION RESERVE ACCOUNT FUNDS TO BE USED FOR CAPITAL EXPENSES RELATED TO THE CURRENT CONSTRUCTION RENOVATION PROJECT". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Trustee Ulivella, passed by roll call vote, with one abstention, and without any discussion.

Agenda item: Public Comments. Bayonne Resident Donna Holovach mentioned that the Thursday night Yarn Group & Knitting Class was well attended and reported that the Story Court temporary Library location bathroom was out of toilet paper and was low on paper towels.

Agenda item: Executive session for the purpose of discussing personnel matters. Board moved to executive session at 7:45 pm, moved by Vice-President Pelote, seconded by Trustee Ulivella.

Board moved out of executive session at 7:55 pm moved by Trustee Blake, seconded by Vice-President Pelote.

Agenda item: Consideration of Resolution 2023-39 “RESOLUTION APPROVING A SALARY ADJUSTMENT FOR LIBRARY DIRECTOR”. After Vice-President Pelote read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Trustee Vecchiarelli, passed by unanimous roll call vote.

Additional Business: Board Attorney Zucker suggested that in 2024, once all renovations are complete to the 31st St. library building, the Trustees consider attending monthly Trustee meetings in-person. Board Attorney Zucker also suggested that all Trustees provide Director Scagnelli-Townley with their personal cell phone numbers in case of emergency. Director Scagnelli-Townley requested permission from the Trustees to close the Story Court temporary Library branch from 12-3 pm on Tuesday, December 12th so that the staff could have a holiday lunch & celebration. The request was approved unanimously without a formal vote.

Meeting adjournment was moved by Vice-President Pelote, seconded by Trustee Vecchiarelli, passed by unanimous voice vote at 8:02 pm.