

January 9, 2024 Bayonne Library Board of Trustees Minutes.

7:20 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, Caroline Ulivella, and Jennifer Vecchiarelli (arrived at 7:29 pm).

Absent: Maribeth Doria (excused).

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

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

Agenda item: Consideration of December Claims List. Approval of the Claims List was moved by Vice-President Pelote, seconded by Trustee Ulivella, passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2024-01 “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 Blake, passed by unanimous roll call vote without any discussion.

Agenda item: Director’s Report (including Construction Updates). For construction updates: Director Scagnelli-Townley summarized key points, which are discussed in more detail in her monthly Director’s Report. She reported on the progress of the 31st St. construction project including the elevator shaft sump pump, painting, wiring, tiling, and punch lists. She described the final report from the structural engineer which is being used to determine the next steps that are needed to replace the chiller tower before Summer 2024. She reported on the anticipated reopening timeline of the 31st St. building, and on the available services being offered 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 well as the additional documentation requested by the NJ State Library regarding the total project cost estimate, which has changed by more than 10% from the initially submitted plan.

For non-construction updates: Director Scagnelli-Townley reminded the Trustees about the Library’s closures for Martin Luther King, Jr. Day. She detailed two updates to the Bayonne Public Library website - the addition of the new “Volunteer Policy” and “Donation Policy”. She informed the Trustees about her ongoing work to draft new Library policies with the legal guidance of Board Attorney Zucker. She reported on her participation in and completion of the Public Library Association’s public and academic library “Benchmark” survey. She reminded Trustees that as part of the 2024 paperwork for Per Capita State Aid funding for 2025, she needed to have the email addresses, home address, phone numbers, and term dates of all Trustees. She provided a brief update about the monthly 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 January 2024 will be maintained on file with these minutes.

Agenda item: Consideration of Resolution 2024-02 "RESOLUTION TO RESERVE FUNDS FOR CAPITAL IMPROVEMENTS". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Trustee Vecchiarelli, seconded by Trustee Ulivella and passed by unanimous roll call vote.

Agenda item: Consideration of Resolution 2024-03 "DESIGNATING OFFICIAL NEWSPAPERS". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Vice-President Pelote, seconded by Trustee Blake, and passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2024-04 "RESOLUTION APPROVING A NEW PROGRAM POLICY". 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 following a brief explanation by Director Scagnelli-Townley.

Agenda item: Consideration of Resolution 2024-05 "RESOLUTION APPROVING A NEW SOCIAL MEDIA POLICY". After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Trustee Russo, seconded by Trustee Vecchiarelli, passed by unanimous roll call vote following a brief explanation by Director Scagnelli-Townley.

Agenda item: Public Comments. There were no members of the public present so there were no public comments.

Agenda item: Executive Session for the purpose of discussing personnel matters. The planned executive session did not occur due to the absence of President Doria and the need for Trustee Russo to leave promptly due to a family emergency. The discussion was tabled until the February Trustees meeting.

Meeting adjournment was moved by Trustee Blake, seconded by Vice-President Pelote, passed by unanimous voice vote at 8:00 pm.