

Spotswood Public Library
Board of Trustees Meeting

Thursday, January 15, 2015

Next Meeting: Thursday, February 19, 2015

PRESENT: Anne Wallace, C. L. Quillen, Director, Michele Petosa, Recording Secretary, Carol Farley, Phyliss Snyder, Annamaria Faga, Emma Jane Decker, Councilman Ed Seely and Mary Leaver. Absent: Allison Poliseno and Nicholas Poliseno, Mayor.

The meeting was called to order by Anne Wallace at 7:00 P.M. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present. Ms. Wallace welcomed Councilman Ed Seely.

ADDITIONS TO THE AGENDA: Two resolutions, Joint Insurance Fund and Biles Electric.

COMMUNICATIONS: According to correspondence from LMxAC, Bergan County Cooperative Library System (BCCLS) is no longer participating in open borrowing and will no longer accept library cards from LMX libraries, including Spotswood.

COMMITTEE REPORTS: Councilman Ed Seely: There have been six borough water main breaks in the past week. Road improvements in the Red Bank and ‘tree’ streets are pending in the spring. Ed asked if the library would like to participate in the Memorial Day parade.

Friends of the Library – Betty Lonigan: Basket raffle was a success. Emma Jane Decker complimented the Friends on the baskets. The Friends will buy MaKey MaKey and Squishy Circuit kits for the upcoming “Maker’s Day” on March 21, 2015 from 10 a.m. – 2 p.m. The Friends’ webpage will be updated.

DIRECTOR’S REPORT: Please read full report. Smart Money/Access Manager should be operational by February. Weeding continues. CL created a draft “2014 by the Numbers” pamphlet. *Frozen* program will be January 17; Pioneer Day and National Library Week programs pending. Spotswood’s new books are now listed in LMxAC. Fire inspection is pending. Due to e-reader inquiries, an information/procedure form is available for distribution to customers. Board appointment renewal letters will be sent by the Mayor shortly. The auditor had numerous suggestions for reorganization to occur in 2015 including designating a bank, authorized signatories, official newspaper of record, library lawyer, software package, authorized purchaser.

MINUTES: Phyliss Snyder motioned to approve the minutes. Carol Farley seconded. The motion was passed and the minutes of the December 11, 2014 meeting were approved.

FINANCIAL REPORT: Please review report. CL is working on the closing out the 2014 budget.

OLD BUSINESS:

- Anne Wallace made a motion to accept the audit proposal for 2014 and 2015 from Samuel Klein & Co. CPA. Annamaria Faga seconded. The vote passed unanimously.
- The background check form is pending updates pertinent to the library.
- Anne Wallace made a motion that the pension bill of \$3555.82 received from the borough be taken of the library reserve. Carol Farley seconded. The vote passed unanimously.

NEW BUSINESS:

- Anne Wallace made a motion to accept the resolution that the Sentinel and Home News Tribune be designated as the official newspapers for public notice. Phyliss Snyder seconded. The vote passed unanimously.
- Anne Wallace made a motion to accept the resolution that Gerard Stankiewicz of Samuel Klein & Co. CPA, RMA be designated as the official library auditor. Mary Leaver seconded. The vote passed unanimously.
- Anne Wallace made a motion for electric work to be completed by Biles Electric in an amount of no more than \$450 and to have the fund be taken out of the library reserve. Phyliss Snyder seconded. The vote passed unanimously.
- The borough will pay the Joint Insurance Fund assessment of \$8,606.43 as payments come due in January, May and August.

PUBLIC COMMENTS: Ed Seely will donate awards to library programs.

Anne Wallace made a motion to go into executive session at 8:31 p.m. Emma Jane Decker seconded.

A motion to end the Executive Session was made by Anne Wallace at 9:02 pm and seconded by Mary Leaver. The Regular Session was reconvened by 9:02 pm. Carol Farley made a motion to adjourn the Regular Session at 9:02 pm and was seconded by Phyliss Snyder. All were in favor.

The regular meeting of the Board of Trustees ended at 9:02 p.m.

Respectfully submitted,

Michele M. Petosa
Board Secretary