

Spotswood Public Library  
Board of Trustees Meeting

Thursday January 16, 2014

Next meeting Thursday February 20, 2014

Present – Anne Wallace, Annamaria Faga, Carol Farley, Mary Leaver, Phyliss Snyder, Allison Polisenno, Emma Jane Decker and Mayor Nicholas Polisenno.

The meeting was called to order by Anne Wallace at 7:15pm. Ms. Wallace announced that the Open Public Meeting Act had been complied with and that a quorum was present.

Committee Reports – Council Liaison Nicholas Legakis absent and report that was sent was read by Carol Farley:

- Ed Seely was unanimously voted in for a 2<sup>nd</sup> term as Council President and sworn in
- All dates for Council meetings were set for 2014
- Liaison Appointments for 2014 have not yet been established

Friends of the Library report:

- Betty Lonagan would like to change time of their meetings – possibly at 6:30pm.
- Their next meeting would be February 10, 2014
- Several Fund Raisers were mentioned and being looked into
- During library week in April – planning program to have at library
- Suggestion as to sharing book sale with Friends

Public comments:

- Replacement of light bulbs in library
- Will need 3 quotes for electric work if over three thousand dollars.

Adoption of minutes – Emma Jane Decker made motion and Anna Faga seconded. The motion was passed and the minutes approved.

Directors Report – None

New Business:

- Mary Leaver and Anna Faga will make up committee to draw up and nominate Board Members for positions – President, Secretary and Treasurer
- Sessions were listed for Trustee training to fulfill mandatory training requirements for Board of Trustees
- Carol Farley and Phyliss Snyder were interested in sessions offered by Libraries of Middlesex Automation consortium at either South Brunswick or Plainfield Public Library

Anne Wallace made a motion to into Executive Session, Emma Jane Decker seconded.

Session convened at 8pm

Regular session reconvened at 8:30pm

New Business

- Former Director Ms. Piel returned keys, gave password to computers
- Board of Trustees changed password on library office computers and code to building

- Library Assistant, Susan Wisniewski called Ms. Piel on Tuesday, January 14, 2014 about desk lamp she had left in office and Ms. Piel offered to help staff with change

Library staff requested:

- Paper for copier to be stored in copier instead of asking for paper by patron each time
- Turn on all computers in the morning and allow patrons to decide where to sit
- Will continue to sign in computers as policy dictates
- Patrons may charge their cell phones

All of the above requests were agreed to but the following was not

- Leaving the Wi Fi connected after library closure – we will still continue to shut Wi Fi after library closes

Susan Wisniewski would also like to know how to do purchase orders

Board will set up with town employee to explain process

The Board will table nomination slate until February meeting.

Motion to close meeting made by Mary Leaver, seconded by Carol Farley, meeting adjourned at 9pm.

Respectfully submitted,

Emma Jane Decker