

Spotswood Public Library  
Board of Trustees Meeting

Thursday, March 19, 2015

**Next Meeting: Thursday, April 16, 2015**

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

**ABSENT:** Mayor Nicholas Poliseno and Councilman Ed Seely.

The meeting was called to order by Anne Wallace at 7:01 P.M. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

**ADDITIONS TO THE AGENDA:** Front walkway, \$500 repairs, Library card applications to schools, Helmetta and non-resident cards, check minimum.

**COMMUNICATIONS:** None.

**COMMITTEE REPORTS:** Councilman Ed Seely: Absent, no report.

Friends of the Library – Betty Lonagan: The Friends will host a Digital Program on May 16 from 11:00 am – 1:00 pm. List of donations for Mother’s/Father’s and Graduation raffle baskets pending. Maker’s day is March 21. Movie schedule was posted at Senior Center.

**DIRECTOR’S REPORT:** Please read full report. Fifty five new first grade library cards were processed; however the class trip was cancelled due to weather. Review of personnel manual continues. New baby program will start in Spring. Annual report to the state was completed. There will be a library leadership breakfast at the East Brunswick Library on 4/17. Weeding of older books in the collection continues. CL attended a new director’s training; her co-authored book received a starred review in Booklist.

**MINUTES:** Phyliss Snyder motioned to approve the minutes with one correction. Mary Leaver seconded. The motion was passed and the minutes of the February 19, 2015 meeting were approved.

**FINANCIAL REPORT:** Please review report. Final budget still pending. There was a discussion of late fees charged to library due to late payments.

**OLD BUSINESS:**

- Anne Wallace made a motion to accept Comcast bundling for a three year term, Phyliss Snyder seconded. The vote passed unanimously.
- Smart Money Manager (SMM) and SAM were installed with minor glitches.
- Library hour changes have been posted and received mostly positive response.
- New position to be posted.
- Photocopier proposal from General Copier tabled to April meeting.

**NEW BUSINESS:**

- The following were elected unanimously: Anne Wallace for President, Emma Jane Decker for Secretary and Carol Farley for Treasurer.
- Staff/volunteer appreciation dinner scheduled for Tuesday, April 14 at 6:00 p.m.
- RSVP for Library Leadership Breakfast to C.L.
- C.L. will get quotes to fix front walkway.
- Biles replaced electrical box for parking lot lights.
- Anne Wallace made a motion that C.L. can take up to \$500 from the large account for purchases that need to be made on emergency basis. Emma Jane Decker seconded. The vote passed unanimously.
- C.L. will draft flyer for Summer Reading Program, library card application and game with reminder for May PTA newsletter.
- Helmetta library card discussion tabled;
- Program registration for non-Spotswood LMxAC card holders discussed. Starting with the Summer programs, non-Spotswood LMxAC card holders can register for programs the second week of registration if there are space available.
- Anne Wallace made a motion to set a \$10.00 minimum for accepting checks. Allison Polisenno seconded. The vote passed unanimously.

**PUBLIC COMMENTS:** None.

Annamaria Faga made a motion to adjourn the meeting; Emma Jane Decker seconded. The regular meeting of the Board of Trustees ended at 9:16 p.m.

Respectfully submitted,

Michele M. Petosa  
Board Secretary