

Spotswood Public Library
Board of Trustees Meeting

Thursday, June 19, 2014

Next Meeting: Thursday, July 17, 2014

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

COMMUNICATIONS: The library will continue to subscribe to Home News Tribune despite the price increase. The library will receive \$106.79 from Smart Pay Reconciliation. Patrons can now pay fines/fees using credit card.

COMMITTEE REPORTS: Councilman Nicholas Legakis in absentia – Drive in movie night flyers are in the library.

Friends of the Library: Friends will renew the annual movie license at \$310/year. The Library will have a children's summer movie series on Monday's at 2:00 p.m. beginning July 11, 2014. The Texas Roadhouse fundraiser money was received. The table at the Columbiettes flea market went well; excess donations given to Columbiettes and Thrift Shop. The Friends have 30 tickets for the November 16 Playhouse production of 'Mame' on reserve; detail still pending.

MINUTES: Minutes were read and accepted. Emma Jane Decker motioned to approve the minutes, Annamaria Faga seconded. The motion was passed and the minutes of the May 15, 2014 meeting were approved.

DIRECTOR'S REPORT: Please read full report. CL getting acquainted with staff and library processes. The donation of \$1135 in memory of Edward Lonigan, from his family, has been acknowledged. Facebook is live. EngagedPatron.org account has been established; online calendar and registration, and blogging feature pending. The website has been updated and modernized. JCPL&L will not replace the light in the driveway. Outdated policies need revision. Serious weeding is in progress of old materials. Baker and Taylor will begin partial processing of materials for a trial basis. Circulation stats will be presented in a new more informative format. CL would like to use National Library Card sign up with incentives to increase card holders this September. CL attended the NJLA conference and presented a panel on Online Book discussion; she also attended and moderated additional programs. Spring Story Time has ended; Summer program beginning. Stuffed Animal Sleepover Program pending. S'Woodstock attendance light but community contacts were made. CL thanked all who were involved. Verizon bundling and LMxAC issues need to be investigated. Comcast modem issues continue. AT&T issue still needs resolution. Mango Languages, vendor for online language learning program, offers free one year trial and will assist with promotion and advertising of the service. Dell computer quote received. Anne Wallace made a motion to purchase replacement computers/printers/copiers not to exceed \$8000; Carol Farley seconded. The motion passed unanimously. Central Jersey Security bills

quarterly; they will come to the library on Tuesday to show CL how the system works and how to reset. Biles Electric Contract quote was discussed. Anne Wallace made a motion to approve contract #2156 for \$4182 and the fifth light at \$1045 with the 20" Vertical-Lamp Symmetric Aerodome; Mary Leaver seconded. The vote passed unanimously. Library Aware, a timesaving and promotion tool is available for \$840/year to create various promotions, events and branding and can be used with social media. Staff will be trained via free webinars and videos.

FINANCIAL REPORT: Please review reports. CL will inquire about health benefit charges. Statistical reports to be reconfigured if possible.

OLD BUSINESS: None

NEW BUSINESS: Dinner for prior staff member and trustee pending rsvp. The cost of a new cabinet by the Children's' director will be investigated. Thirty new chairs will be purchased at a discount club. Old computers may be recycled to the children's area. May need new software and desks depending on area available.

PUBLIC COMMENTS: Susan Wisniewski spoke about the possibility of staff pay increases. The board noted that CL will be conducting staff reviews and budgetary implications.

Phyliss Snyder made a motion to go into executive session at 8:59 p.m.; Anne Wallace seconded. All were in favor.

The board resumed the public meeting at 10:15 p.m.

Anne Wallace motioned to adjourn the meeting. Phyliss Snyder seconded. The regular meeting of the Board of Trustees was adjourned at 10:15 p.m.

Respectfully submitted,

Michele M. Petosa
Board Secretary