

Spotswood Public Library Meeting Board of Trustees

Thursday, June 18, 2015

Next meeting, July 16, 2015

Present: Anne Wallace, Annamaria Faga, Emma Jane Decker, Phyliss Snyder, Mary Leaver, Allison Polisenno and C.L. Quillen, Director

Absent: Carol Farley, Nicholas Polisenno, Mayor

The Spotswood Board of Trustees Meeting was called to order by Anne Wallace at 7:05pm. The Open Public Meeting Act was complied with and a quorum was met.

Additions to the agenda – Discuss the behavior of children in the library since the school year has ended.

Communications – the Board received a thank you card from Benita Brokaw.

Committee Reports – Mr. Leo Servis will be Spotswood Library's new councilman, replacing Ed Seeley. Mr. Servis was not present and there was no report.

Friends of the Library –

- A check for prizes for the summer reading programs was given to the Spotswood Public Library from the Friends
- There will be baskets for Halloween
- Friends are working on A.C. Moore donation day
- There could be a program involving Two Chicks and Chocolate, a company from South River
- There will be tickets for theatre in East Brunswick available in the Fall

Minutes – Annamaria Faga made a motion to accept the minutes of May 21, 2015 and Phyliss Snyder seconded. Allison Polisenno made a motion to accept the minutes from the special meeting on May 5, 2015 and Phyliss Snyder seconded.

Director's Report – Please read the full report.

- The Local Heroes Program will begin June 22, 2015 on Monday evenings. It is a seven (7) week program.
- There was a discussion of leasing books which maybe a good option for the best sellers. Another company offers leasing options for Audiobooks.
- LMXAC has added IndieFlix, which is an online streaming service that allows card holders to stream thousands of independent films.
- Computer usage is way up but unable to compare numbers until we have had SAM for a full year.

Financial Report – Please full report. The Finance Department moved \$500.00 from the pension line to the liability line but C.L. was not notified of this change.

New Business:

- A substitute custodian position and a library assistant position are still to be filled.
- There was a discussion about background checks and fingerprinting staff. There were concerns about whether or not we could require current staff to be fingerprinted or not. There was also discussion about reimbursing staff. The discussion was tabled.
- A motion to buy computers and software was made by Anne Wallace – not to exceed \$1,000.00 per computer – and was seconded by Mary Leaver. The vote was 6 ayes, 0 nays.
- Phyliss Snyder made a motion to accept the resignations of Ruth Greenbaum and Anne Wallace seconded.
- Carol Farley's granddaughter is interested in working to create a new web site for the Spotswood Public Library while working towards a Girl Scout badge. A motion was made by Anne Wallace and seconded by Allison Polisen. The vote was 6 ayes, 0 nays.
- The Online Trustee Academy is available to any of the trustees, whereby the hours would count towards the trustees' professional development.
- Mary Leaver will get approval for a summer reading flyer and then announce it via the Spotswood School District.
- A motion to take any expenses for the summer reading program that exceed the amount budgeted for children's programming from the reserve account was made by Anne Wallace. Phyliss Snyder seconded and all approved.
- The behavior of some of the children in the library over the use of the computers and behavior in the parking lot led to a discussion of possible solutions, which include calling the police as necessary.

Anne Wallace made a motion to end the regular session at 8:30pm and go into executive session at 8:30pm; Annamaria Faga seconded.

A motion to end the executive session was made by Anne Wallace at 9:00pm and go back to regular session at 9:00pm; Allison Polisen seconded.

The trustees voted on vacation time for C.L. Quillen for Friday, August 28, 2015 through Friday, September 4, 2015 totaling 6 days. All were in favor; 6 ayes, 0 nays.

Anne Wallace made a motion to accept the job description of team leader/tween and teens programming with changes to the final paragraph and was seconded by Mary Leaver. The vote was 6 ayes, 0 nays.

Anne Wallace made a motion to appoint Dennis Kuhn for the position at \$15.50 per hour, Annamaria Faga seconded. The vote was 6 ayes, 0 nays.

A motion to end the regular meeting was made by Anne Wallace at 9:25pm and was seconded by Allison Polisen.

Respectfully submitted,
Emma Jane Decker
Secretary