

Spotswood Public Library  
Board of Trustees Meeting

Thursday, July 16, 2015

**Next Meeting: Thursday, August 20, 2015**

**PRESENT:** Anne Wallace, President; C. L. Quillen, Director; Michele Petosa, Recording Secretary; Emma Jane Decker, Secretary; Carol Farley, Treasurer; and Late: Phyliss Snyder, Councilman Leo Servis, and Nicholas Poliseno, Mayor. Absent: Annamaria Faga, Allison Poliseno, and Mary Leaver.

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

**ADDITIONS TO THE AGENDA:** Sidewalk and walkways.

**COMMUNICATIONS:** N/A

**COMMITTEE REPORTS:** Councilman Leo Servis: Nothing to report at this time.

Friends of the Library – No report.

**DIRECTOR'S REPORT:** Please read full report. Library Assistant posting closed; Team leader reposted. Quotes were obtained for exterior painting, walkways and sidewalks. LMxAC looking into consortial pricing for Hoopla a downloadable audiobook, e-Book, music and steaming video per use subscription. Zoom Balloon end of summer program scheduled for August 11, 2015.

**MINUTES:** Phyliss Snyder motioned to approve the minutes with discussed changes. Anne Wallace seconded. The motion was passed and the minutes of the June 18, 2015 meeting were approved.

**FINANCIAL REPORT:** Please review reports. Smart Money Manager Report thorough and easy to read. Budget line item updates pending September review.

**OLD BUSINESS:**

- Offer for Library Assistant position pending background check.
- Phyliss Snyder made a motion that all current and future volunteers and employees will have background checks done; Anne Wallace seconded. The vote was unanimously in favor. The new Background Check Policy will be placed in the revised employee manual.

**NEW BUSINESS:**

- Additional exterior paint quote pending.
- Anne Wallace made a motion to accept the Team Leader/Public Services job description with the discussed changes; Carol Farley seconded. The vote was unanimously in favor.
- Anne Wallace made a motion to appoint Laura Bonds to the new Team Leader/Public Services position at a salary of \$15.50/hr.; Carol Farley seconded. All were in favor.

- Interior library redesign and/or addition were discussed.
- Walkway/sidewalk issues pending borough involvement.
- Phyliss Snyder made a motion to update the Policy on Unattended Children and Vulnerable Adults with the discussed changes; Nicholas Polisenno seconded. All were in favor. The revised policy will take effect July 17, 2015.
- SPL will participate in National Night out on August 4, 2015.

**PUBLIC COMMENTS:** None.

Anne Wallace made a motion to adjourn the meeting; Phyliss Snyder seconded. The regular meeting of the Board of Trustees ended at 9:17 p.m.

Respectfully submitted,

Michele M. Petosa  
Recording Secretary