

Spotswood Public Library
Board of Trustees Meeting

Thursday, July 17, 2014

Next Meeting: Thursday, September 18, 2014

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

The meeting was called to order by Anne Wallace at 7:07 P.M. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

ADDITON TO THE AGENDA: None

COMMUNICATIONS: The board received a thank you from Diane Barlow for the get together and plant.

COMMITTEE REPORTS: Councilman Nicholas Legakis in absentia – Proclamations for Maureen and Diane were ready at Monday's Council Meeting. National Night Out will be August 5th at the Municipal building. The 5K Run will be September 13th. There will only be one Council meeting on August 11.

Friends of the Library: Emma Jane Decker reported the Friends have received 30 tickets for Mama for the November 16 matinee at the Playhouse. Tickets will be available through the Friends/Betty Lonagan late August. The Friends are arranging a Dine and Donate night at the Cambridge Inn this fall. Meetings will return to the 7:00 p.m. start time beginning September 14, 2014.

DIRECTOR'S REPORT: Please read full report. CL met with Joe Zagna about the budget process and will email follow up questions. Staff evaluations are pending. The AC has been fixed and summer maintenance is scheduled for next Monday. The Stuffed Animal Sleepover program was a great success. CL thanked Sue work her work planning the Storytime and Book Discussion Programs. Ryan will continue his work on the webpage. The book sale earned \$215.00. CL dealt with the Comcast change in service notice that had not been approved and will need to send the State Library an exemption request for the prior Director's 7 hours of annual required attendance as no records have been located for the total amount. Dell printers/computers have been ordered. CL met with a representative for Recorded Books as well as Indy Flix for a possible trial period. She is also investigating LMxAC Zinio e-magazine – 1 click digital free access to e and audio classics. CL will investigate collecting book lists of appropriate materials by grade from Spotswood teachers.

MINUTES: Minutes were read and accepted with a minor change regarding movie night. Phyliss Snyder motioned to approve the minutes, Anne Wallace seconded. The motion was passed and the minutes of the June 16, 2014 meeting were approved.

FINANCIAL REPORT: Please review reports. Snow removal cost of \$551 to be paid out of other contractual services. CL spoke with Joe Zagna about moving funds between lines and sub accounts. The following transfer of funds to other categories were approved by the board: Overage from the JIF accounts to be moved as follows: \$2500 to Professional Services, \$1500 to Children's Program, \$100 to Postage, \$500 to Office Supplies, \$150 to Mileage, \$200 to Meetings, \$1000 to Heat and \$1000 to Computer line for services/costs.

OLD BUSINESS: Lamppost lights have been ordered. LMxAC needs to come the day after computer installation so the library can remain online.

NEW BUSINESS: The board discussed ordering new stackable chairs at length. Anne Wallace made a motion to purchase 7 sets of 4 stackable chairs from Staples; Emma Jane Decker seconded. The board unanimously approved the purchase. Anne Wallace will ask for an estimate of a pavilion by the back door. The previously discussed enclosure plans were not feasible due to ADA and construction issues. CL will investigate the need for SPL to have its own audit. She will also get a salary report before each meeting. The board discussed the need for various age appropriate programs and flexibility of library hours pending budgetary concerns. CL will discuss have a table at National Night Out with Nick Legakis. There will be a borough wide garage sale. The board will keep this in mind as a possible fund raiser if they hold the event next year.

PUBLIC COMMENTS: None

Phyliss Snyder motioned to adjourn the meeting. Allison Polisenno seconded. The regular meeting of the Board of Trustees was adjourned at 9:00 p.m.

Respectfully submitted,

Michele M. Petosa
Board Secretary