

Spotswood Public Library
Board of Trustees Meeting

Thursday, August 20, 2015

Next Meeting: Thursday, September 17, 2015

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

ADDITIONS TO THE AGENDA: Old Business: Audit, New Business: Launchpad

COMMUNICATIONS: N/A

COMMITTEE REPORTS: Councilman Leo Servis: The fire marshal will be in contact with C.L. about ADA entry/exit door compliance. The side walk in the front of the building will get a temporary patch and the Borough will take down the tree in the future.

Friends of the Library – Betty Lonagan: The Friends meetings will be changed to Wednesday at 6:30 p.m. beginning September 16, 2015. Raffle license application is pending. There was a request for improved presence for raffle baskets. Upcoming Playhouse 22 fundraiser on Sunday, September 22 at 3:00 p.m. Tickets are \$24 for *The Producers*. The successful digital media fundraiser continues. Patrons should note the ‘Friends’ so that funds are appropriately assigned. Dine to Donate fundraiser at Gennaros is pending.

DIRECTOR’S REPORT: Please read full report. Children’s librarian interview completed. Paperwork for substitute custodian pending. TAPinto.net articles featured library events. NJLA will now post non-librarian jobs for institutional members. Broken back door push bar fixed. Stewart Fife from Library Interiors interior design proposal pending revisions and discussion of security issues. The Magic and Zoom Balloons programs were a big success.

MINUTES: Carol Farley motioned to approve the minutes with one spelling change. Phyliss Snyder seconded. The motion was passed and the minutes of the July 17, 2015 meeting were approved.

FINANCIAL REPORT: Please review reports. No discussion.

OLD BUSINESS:

- Background check paper work has begun.
- Pending SHS art program needs formalization. The student group advisor from SHS must be present during ALL volunteer activities. C. L. is to meet with the officers of the club and the advisor before the program starts.

- Phyliss Snyder made a motion to accept the proposal from Custom Painting by Septak for exterior painting of the library for not more than \$7200; Allison Polisenò seconded. The motion passed unanimously. The funds will come from the large account.
- The board reviewed the draft audit document. January 1, 2016 is the anticipated roll-over date.
- Build a Better Board workshop in Monmouth County Library on September 28. NJLTA fall Meeting September 12.

NEW BUSINESS:

- Anne Wallace made a motion to accept the Biles Electric ballast quote. Allison Polisenò seconded. The vote passed unanimously. Fund will come from the small account.
- Anne Wallace made a motion to accept the appointment of Library Assistant Diane Charlesworth effective 7/27/15. Carol Farley accepted. The vote passed unanimously.
- Mary Leaver made a motion to appoint Jessica Zimkus as Team Leader/Children's Programming effective 9/10/15; Phyliss Snyder seconded. The vote passed unanimously
- There is an LMxAC annual award reception at the Pines on December 3rd.
- Anne Wallace made a motion to purchase 2 Launchpads each for ages 3-5 and ages 5-7 from the small account. Allison Polisenò seconded. The vote passed unanimously.

PUBLIC COMMENTS: None.

Anne Wallace made a motion to go into executive session at 8:30 pm. Mary Leaver seconded.

The Board of Trustees came out of Executive session at 9:21 pm. No action was taken.

A motion was made by Anne Wallace and seconded by Allison Polisenò to adjourn the meeting at 9:23 pm.

Respectfully submitted,

Michele M. Petosa
Recording Secretary