

Spotswood Public Library
Board of Trustees Meeting

Thursday, September 18, 2014

Next Meeting: Thursday, October 16, 2014

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

Call to Order: 7:04 PM

President Anne Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

ADDITON TO THE AGENDA: None

COMMUNICATIONS: Received an exemption for the failure to meet the required number of hours of librarian training in 2014. Additional per capita state aide also received.

COMMITTEE REPORTS: Friends of the Library: Thirty tickets for the November 16, 2014 production of *Mame* will soon be available for purchase at \$22/person; information poster pending. Dine and Donate has been arranged at the Cambridge Inn on October 24; patrons who bring the flyer and dine between noon and 9 p.m. will have a 15% donation contributed to the Friends. An additional Dine and Donate at Friendly's restaurant on Route 9 and Ferry Road is pending. Charles Hager will present the History of Spotswood Public Library on November 13. Monday afternoon movies will begin on October 20.

DIRECTOR'S REPORT: Please read full report. Sue Wisnieski retired on August 15; Dennis Kuhn was hired on September 3. Petty cash receipt protocol pending meeting with the Mayor. A new law allows for donation to public libraries on income tax returns. New chairs for the meeting room were purchased and parking lot lights installed. The \$300 annual Gale Virtual Reference platform fee may be cancelled pending further information. Due to problem with vouchers, Star Ledger will be cancelled. Weeding continues. A holiday collection has been created for children's holiday theme books. C. L. to increase children's collection especially with respect to information needed for school age projects/reports. Friend's application for 501c3 status in process. C. L. met with John Gosden, vendor from Big Brain, about better discounts and incentives for children's collections. C. L. thanked those who staffed the table on National Night Out. There is a new online registration for Fall programs. Adult movie and book discussion to begin in October. Two scary story programs pending in October. New computers were installed with minor residual issues remaining. New printers were also installed. C. L. is looking into a cost effective price for SPL domain name. Lights will not be turned off while patrons are in the building. WCTC and WMGQ to be notified of library closures for snow; status update will also be on Facebook. Better World Books will send reimbursement when the \$50 threshold is met. There is a 2 month trial through Book Page for a monthly newspaper of upcoming books; a yearly subscription would be \$300 for 50 copies/month. LMxAC sent our Smart Pay payment of

\$33.86 for fines. Health insurance inquiry was resolved, but the line item may need to be increased.

- After discussion, Anne Wallace made a motion to replace the old Cisco internet switch at a cost of \$300-500; Phyliss Snyder seconded. The vote passed unanimously.
- Anne Wallace made a motion to pay Biles Electric \$415.36 to replace 8 interior lights; Carol Farley seconded. The vote passed unanimously.
- LMxAC travel reimbursement pending as Ann Wallace made a motion to reimburse mileage for business purposes at the IRS rate of 56 cents/mi; Carol Farley seconded. The vote passed unanimously. The new mileage rate will also be placed in the employee manual.

COMMITTEE REPORT CON'T: Councilman Nicholas Legakis – Spotswood Day, run by the Municipal Alliance, will be held in SHS parking lot on November 2. There will be a Halloween theme; details pending. There are 5 candidates for 3 seats on the borough council. Each term is for 4 years. Save the date for the tree lighting on December 6. On September 28, GBC and Cheer will have a breast cancer awareness fundraiser during the 9:30-2:30 games. Various local dignitaries packed groceries during the Sack-a-way for Hunger promotion at Spotswood Shoprite.

MINUTES: Minutes were read and accepted as corrected. Carol Farley motioned to approve the minutes, Anne Wallace seconded. The motion was passed and the minutes of the July 17, 2014 meeting were approved.

FINANCIAL REPORT: Please review reports. Overall budget was reviewed; line items to be adjusted as necessary.

OLD BUSINESS: previously discussed in Director's report.

NEW BUSINESS:

- Circulation Policy. A motion was made by Anne Wallace to approve the new Circulation Policy as discussed; Annamaria Faga seconded. All were in favor; motion approved.
- Display/Exhibits policy. A motion was made by Anne Wallace to approve the revised Display/Exhibit Policy and Application as discussed; Phyliss Snyder seconded. All were in favor; motion approved.
- Unattended Children & Vulnerable Adults. Anne Wallace made a motion to pass the revised Policy on Unattended Children & Vulnerable Adults as discussed; Annamaria Faga seconded. All were in favor; motion approved.
- Code of Conduct. Annamaria Faga made a motion to pass the revised Code of Conduct as discussed; Anne Wallace seconded. All were in favor; motion approved.
- Further additional policy and policy revision pending.

PUBLIC COMMENTS: None

Anne Wallace motioned to go into Executive Session at 9:00. Annamaria Faga seconded.

A motion to end Executive Session was made by Annamaria Faga at 10:10 pm and seconded by Emma Jane Decker. All were in favor.

The regular session reconvened at 10:10 pm. Emma Jane Decker made a motion to end the regular session and Anne Wallace seconded. All were in favor.

Respectfully submitted,

Michele M. Petosa
Board Secretary