

Spotswood Public Library  
Board of Trustees Meeting

Thursday, September 19, 2015

**Next Meeting: Thursday, October 15, 2015**

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

The meeting was called to order by Anne Wallace at 7:01 P.M. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present

**ADDITIONS TO THE AGENDA:** Patron issues, refunds, service, audit update, Literacy NJ letter.

**COMMUNICATIONS:** The Literacy NJ program, letter and yearly assessment were discussed.

**COMMITTEE REPORTS:** Councilman Leo Servis: a referendum regarding school improvements will be on the ballot in November.

Friends of the Library – Betty Lonergan: No more raffles due to cost of license. Patrons checking out books will be given a ticket for a Halloween basket. A few tickets remain for *The Producer*. The Friends will celebrate their 20<sup>th</sup> anniversary in 2016 with multiple events being planned. Officers will be elected in November. Movie matinees attendance low; knitting group a success. Costume jewelry sale pending in November.

**DIRECTOR'S REPORT:** Please read full report. All positions filled. Schedule adjustments documented. The outside of the building was painted. Three tables were donated to Dunellen Library. The front door can be used as an emergency exit only. National Night Out was well attended.

**MINUTES:** Tabled until October due to absences.

**FINANCIAL REPORT:** Please review reports. Budget lines updated.

**OLD BUSINESS:**

- Background check paper work returned by staff. Ann Wallace made a motion that all staff have fingerprint/background check processed on their own time with reimbursement of the applicable fee upon receipt of proper documentation. Reimbursement to be taken out of the small fund. Emma Jane Decker seconded. The vote was unanimously in favor.
- Stewart Fife updated the redesign project. Additional information/designs being sought.
- Launch pad – further discussion tabled until October.

**NEW BUSINESS:**

- Dennis reported about parental questions at Back to School Night

- Summer/Holiday closures pending further statistics
- Carol Farley made a motion to approve the library assistant job description as written; Anne Wallace seconded. The vote was passed unanimously.
- Non-resident card issue tabled
- Burglar alarm tripped on Labor Day.

**PUBLIC COMMENTS:** None.

**Addition to Agenda:** Disruptive patron issues and the possibility of increasing time banned from library discussed. Refunds/Services tabled. Audit – final updates pending.

Anne Wallace made a motion to go into executive session at 9:15 p.m. Annamaria Faga seconded. The Board came out of executive session at 9:53 pm. No action was taken.

Carol Farley made a motion to adjourn the meeting at 9:55 pm. Emma Jane Decker seconded. The regular meeting of the Board of Trustees was adjourned at 9:55 pm

Respectfully submitted,

Michele M. Petosa  
Recording Secretary