

Spotswood Public Library
Board of Trustees Meeting

Thursday, October 16, 2014

Next Meeting: Thursday, November 20, 2014

PRESENT: Anne Wallace, Emma Jane Decker, Annamaria Faga, Carol Farley, Phyliss Snyder, Mary Leaver, Allison Polisen, Mayor Nicholas Polisen and C.L. Quillen, Director

Absent: Councilman Nicholas Legakis

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 that a quorum was present.

COMMUNICATIONS: State Aid check received for \$3,589.00 and has been deposited in the reserve account. We should also receive from the Borough next year's budget \$255,859.00. That is an increase of \$3,662.97 over 2014's budget.

COMMITTEE REPORTS:

Friends of the Library report; The Dine to Donate flyers at Cambridge Inn for the date of October 24, 2014, dining anytime from 12 pm to 9 pm. There will be a 15% donation contributed to the Friends.

The Friends are having an Open House on November 7th and 8th, 2014 at the Spotswood Public Library to promote new members to join the Friends.

The Friends are sponsoring movies at the library beginning October 20, 2014.

The Friends are also selling tickets for Mame showing in East Brunswick on November 16, 2014 at 3 pm. available for \$22.00 per ticket.

Councilmen Nick Legakis was absent from this meeting but sent in his report via e-mail.

Council Mayor's breakfast will be held on Sunday, October 26, 2014 at the VFW on Daniel Road 8am to 11:30am. Adults \$7.00 Seniors \$6.00 and Children \$4.00

Spotswood Day 2pm – 5pm and Trunk or Treat at Spotswood HS 5pm-6pm, both on November 2, 2014.

Election Day is November 4, 2014 from 6am to 8pm voting for three (3) Council-At-Large Seats on the Borough Council.

PUBLIC COMMENTS: None

MINUTES: The minutes of September 18, 2014 were adopted with corrections. Motion was made by Mary Leaver and seconded by Allison Polisen.

FINANCIAL REPORTS: Please review reports.

LIBRARY DIRECTOR'S REPORT: Emily Concannon will only work 3.5 hours per week. She has accepted full time employment. Her job is now posted for Library Assistant.

Carol Farley and Emma Jane Decker continue to review policies.

The policies that have been approved will go on the library's website.

Changes that will get the most questions will be the cost for borrowing DVD's and the cost of photo copies.

Middlesex County Arts Middle and High School are presenting a touring exhibit of student work at Spotswood Public Library starting October 2, 2014. We have received positive feedback from the public on this exhibit.

With the funds donated in memory of Mr. E. Lonegan books are being purchased and plated.

Visits to library were up 9.3% over last September, but circulation down 2.7%.

C.L. Quillen attended LMXAC meeting at Woodbridge Library on September 19, 2014.

Discussion on serving immigrant families and disadvantaged families was beneficial.

LMXAC awards reception will be held at the Pines Manor in Edison on Monday, December 1, 2014.

Youth Services forum was held on October 1, 2014 at Monroe Township Public Library. The Director was interested in a program titled "One Thousand Books Before Kindergarten". The Director would like to start a similar program in the New Year.

The Director met with Joe Zanga to discuss budgeting. He strongly recommended that an audit be done and meet with the Mayor and Business Administrator.

After the Director's attendance at an LMXAC meeting on October 10, 2014, there was a discussion that library delivery services may change and, upgrade current ILS (Library Catalog) to make it more user friendly. C.L. also met with Joan Henry, the Director of Dunellen Library to talk about budget and services. Dunellen, Milltown and Jamesburg are much like Spotswood in terms of budget, size, and service population.

Program sign ups started September 15, 2014 and we now offer the option to register online.

Toddler time is now Tuesdays and Wednesdays. After school will also be Tuesdays and Wednesdays.

Youth Stages will have two (2) programs; The Great Pumpkin and The Jersey Devil at the end of October.

Flyers with the time and book selections for the adult book discussions are located at the Spotswood Public Library.

Family Day is Sunday, November 2, 2014 from 2pm to 6pm at Spotswood High School and the library will have a table set up.

As for the library's Internet problems (packet loss and latency issues), LMXAC said problems were with Comcast. Some new computers are still not shutting down at night.

C.L. proctored a college student taking an exam for a class at the library.

Car Show will be on November 8, 2014 from 11am to 2pm in the back parking lot of the library and the strip mall, which is sponsored by the shops in the strip mall.

The book sale will be the first week of December, 2014.

Any patron who wishes to purchase head phones can for \$4.75 per set.

The Board of Trustees is considering purchasing a small safe for ready cash, totaling no more than \$100.00. These funds would come from fines, faxing and photocopying

LMXAC's services has increased in cost by 2 ½% across the board for all public libraries. A vote was taken to cover the increase and there were 9 ayes and no nays.

We have been offered a volunteer to work 30 hours per week for 6 months at the library, but at this time it is not needed. However, if in the future, we would welcome a volunteer with grant writing experience.

OLD BUSINESS: None

NEW BUSINESS: The cash register receipts must be in triplicate and C.L. was looking to streamline this process.

The budget is due November 3, 2014.

The Board of Trustees were inquiring if they may handle their own budget with the town still handling payroll, social security and insurance. An audit is needed first before change in procedure of handling money.

The background check for new employees and volunteers will be conducted by the local police and there will be no charge.

The policy for book endowments will be written by the policy committee.

Tutoring in the library will be in the library proper and not in the meeting room.

A motion to end the regular meeting at 9:00pm was made by Annamaria Faga and seconded by Phyliss Snyder.

Anne Wallace made a motion to go into Executive session at 9pm and seconded by Emma Jane Decker.

A motion was made to end the Executive session at 9:50 and seconded by Carol Farley. The regular session reconvened at 9:50. A vote was taken by the Board of Trustees for an increase in salary for the staff. There were 8 ayes and no nays. Anne Wallace made a motion to end the regular session, seconded by Phyliss Snyder. All were in favor.

Respectfully submitted by,

Emma Jane Decker
Secretary