

Spotswood Public Library
Board of Trustees Meeting

Thursday, November 19, 2015

Next Meeting: Thursday, December 10, 2015

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

The meeting was called to order by Anne Wallace at 7:04 P.M. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

ADDITIONS TO THE AGENDA: None.

COMMITTEE REPORTS: Councilman Leo Servis: No report submitted.

Friends of the Library – Betty Lonigan: The Friends had three fundraisers receiving \$200 in Dine to Donate from Gennaro's and \$141 from the jewelry sale; an additional jewelry sale pending February 2016. There will be no meeting in December. Beginning January 2016, meetings will be the 4th Wednesday of the month and Betty will be the new president. Pending fundraisers include new Dine to Donate, giftwrapping at Barnes and Noble and a play. Betty and Terry Pepka attended an all-day seminar at the East Brunswick Public Library that was very educational. The board should think of their wish list.

Anne Wallace made a motion to go into executive session; Carol Farley seconded. The board went into executive session at 7:15 p.m. The board resumed public session at 7:28 p.m.

COMMUNICATIONS: The Girl Scouts sent a thank you note for hosting a collection box for baby donations. Robert McGary, a prior resident, left SPL two Time Life series. A sympathy card and book plating will be prepared for Jeanne Oliver's daughters.

DIRECTOR'S REPORT: Please read full report. Team leader interviews concluded; position offered. Carol Farley, Emma Jane Decker and C.L. met to discuss the circulation policy. CL, Anne and Carol worked on a draft budget. Books have been moved and/or intermingled. Decreasing circulation is a country wide trend. C.L. attended an LMxAC meeting/training and Quick Books training. LMxAC is asking public libraries to update routers; group pricing pending. October programming well attended with Jessica, the new Team Leader of Children's Programming. Preschool programming decreased; after school programming very popular. Computer issues continue.

MINUTES: Anne Wallace motioned to approve the minutes of the October 15 meeting with corrections; Carol Farley seconded. The motion was passed and the minutes of the October 15, 2015 were approved.

FINANCIAL REPORT: Please review reports. No issues.

PERSONNEL: Anne Wallace made a motion to approve the hire of Susanne Benanti effective 11/23/15; Phyliss Snyder seconded. The motion passed unanimously.

OLD BUSINESS:

- Library redesign – new draft of team area.
- Angel tree for Salvation Army on counter. Possible small ceramic tree to be used this season.
- Draft Financial Policy with input from the auditor: Budget submitted by the end of October each year for board approval, page 3 change to ‘competitive quotes’, 7.1#4 fixed assets of \$2000.00, purchases over \$1500.00 need board approval, addition of Solicitation of Quote Form Record. C.L. will make changes to current draft and send to auditor. Ann Wallace made a motion to approve the draft with discussed changes pending the auditor’s approvals and recommendations; Phyliss Snyder seconded. The vote was unanimous.
- Christen and Cindy sent examples of the new website to C.L. The site will be transitioned by the end of the year.
- Anne Wallace made a motion to have a deadline of 12/31/15 for staff to be fingerprinted; Mary Lever seconded. The vote was unanimous.
- Pending – possible background checks for volunteers after a certain number of hours spent volunteering.

NEW BUSINESS:

- *Books to Keep* is now soliciting financial donations in lieu of print materials.
- Ann Wallace made a motion to accept the 2016 budget; Carol Farley seconded. The vote was unanimous.
- Phyliss Snyder made a motion to accept the 2016 Holiday Schedule with discussed changes. Annamaria Faga seconded. The vote was unanimous.
- C.L. will attend the LMxAC Award ceremony.
- A small ongoing book sale will begin shortly.
- Sidewalk quotes pending.
- Anne Wallace made a motion to move \$10,000 from salaries to operating expenses for purchases such as children’s non-fiction books, paying the auditor, replacing old gray chairs/purchase 8 new chairs, new director’s desk, slat wall panels; Mary Leaver seconded. The vote was unanimous.

PUBLIC COMMENTS: None.

Anne Wallace made a motion to go back into executive session at 9:23 p.m. Phyliss Snyder seconded.

A motion to end Executive Session was made by Anne Wallace at 9:23 pm and seconded by Carol Farley.

Regular session reconvened at 9:30 pm no action taken. Anne Wallace made a motion to end the regular session at 9:30 pm and Phyliss Snyder seconded

Respectfully submitted,

Michele Petosa
Recording Secretary