

Spotswood Public Library
Board of Trustees Meeting

Thursday, November 20, 2014

Next Meeting: Thursday, December 11, 2014

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

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.

ADDITON TO THE AGENDA: None

COMMUNICATIONS: C. L. read a thank you note from Sue Wisniewski.

COMMITTEE REPORTS:

Councilman Nicholas Legakis – in absentia. The Mobil NJ Hall of Fame Museum will be at Appleby from 3-5 pm on November 24. The holiday tree lighting will be at 5:30 pm on December 6.

Friends of the Library – Betty Lonergan. The Dine and Donate program was successful with \$100 raised and \$100 donated from the owner. Open house membership drive added at least 6 new members and a full meeting. “Mame” was successful. There will be a basket raffle and book sale in December and a possible Dine and Donate in February/March. Chuck Hager’s presentation on the History of Spotswood was a great success. Movie matinee continues.

DIRECTOR’S REPORT: Please read full report. Carol Farley will receive a Certificate of Achievement at the December LMX Award Reception. The Book Sale will be the week of December 1. Weeding and shifting continues. After review, World Book Encyclopedia will not be renewed. Computer usage and reference questions are on the rise. The Library received a sponsor certificate from the car show.

MINUTES: Minutes read and accepted Anne Wallace motioned to approve the minutes, Carol Farley seconded. The motion was passed and the minutes of the October 16, 2014 meeting were approved. Ann Wallace made a motion to accept the minutes of the October 31, 2014 special budget meeting with discussed amendments regarding pending regarding background check procedure; Phyliss Snyder seconded. The motion passed unanimously.

FINANCIAL REPORT: Please review reports. Anne Wallace made a motion to move \$10,000 from Salary to books; Annamaria Faga seconded. The motion was passed unanimously.

OLD BUSINESS: Discussion regarding Smart Money Manager tabled pending further information for December’s meeting. Change Fund discussion tabled for discussion in

December. The office of Samuel Klein will be invited to a future meeting to discuss library audit by his firm.

NEW BUSINESS: Anne Wallace made a motion to pass the new computer use policy; Phyliss Snyder seconded. Ann Wallace made a motion to purchase smart access management software; Phyliss Snyder seconded. Both motions passed unanimously. Approval was given for the electrician to fix outlets, timer on flag light and lights at the front of the building. Purchase of photocopier tabled pending further information. LMX Budget will be voted on at annual award reception. Anne Wallace made a motion to accept the holiday schedule with discussed changes; Annamaria Faga seconded. Anne Wallace made a motion to accept the 2015 Board meeting dates; Phyliss Snyder seconded. Both motions passed unanimously. The assessment sent by Literacy NJ needs additional inquiries. Gobble up a Book holiday flyer was made using the LibraryAware publishing software. Please read Library Transformation trips.

PUBLIC COMMENTS: None

Anne Wallace motioned to go into Executive Session at 8:43. Phyliss Snyder seconded.

A motion to end Executive Session was made by Emma Jane Decker at 8:55 pm and seconded by Annamaria Faga.

Regular session was reconvened at 8:55 pm and Carol Farley made a motion to end the regular session and Phyliss Snyder seconded.

Respectfully submitted,

Michele M. Petosa
Board Secretary