

Spotswood Public Library
Board of Trustees Meeting

Thursday, December 10, 2015

Next Meeting: Thursday, January 21, 2016

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

The meeting was called to order by Anne Wallace at 7:02 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.

COMMUNICATIONS: None.

COMMITTEE REPORTS: Councilman Leo Servis: Nothing to report.

Friends of the Library – No Report.

DIRECTOR'S REPORT: Please read full report. Dawn would like to set up a meeting after her questions are answered. A capital plan is needed. There were problems with a deposit. New vendor for discarded books. There was an inquiry about a donation box set up for Rescue Mission of Trenton. Book sale shelf and new public computers up and running. The spinners that we received as a donation several years ago were donated to another public library. Number of visits decreased in 2015 but overall circulation and cardholders increased. C.L. attended LMxAC Award ceremony and Book Buzz Program. Mini story time session well received; some programming more successful than others. Revamped website pending.

MINUTES: Corrections made; vote tabled until January.

FINANCIAL REPORT: Please review reports. No issues.

PERSONNEL: Nothing to report.

OLD BUSINESS:

- Library redesign – library to close during redesign approximately January 14. New shelving pending capital plan.
- Draft Financial Policy – threshold to remain unchanged.
- 2014 Audit distributed to board.
- Revised website pending for January 2016.
- Fingerprinting to conclude by deadline.
- Phylliss Snyder made a motion to approve the revised donation policy. Changes include not accepting items greater than 10 years old unless of historical significance or Spotswood HS yearbooks; Carol Farley seconded. All were in favor.
- Kids Create on the third Friday of the month.

NEW BUSINESS:

- After discussion, Ann Wallace made a motion to accept the Establishing Capital Expense Plan and Reserving Funds Resolution; Allison Poliseno seconded. The vote was unanimous.
- Tutors in the library discussed.
- Nicholas Poliseno made a motion to remove the quiet lounge signs; Phyliss Snyder seconded. The vote was unanimous.
- Circulation Policy tabled.
- Anne Wallace made a motion to accept the Cash Management Plan Resolution; Allison Poliseno seconded. The vote was unanimous.

PUBLIC COMMENTS: None.

Anne Wallace made a motion to go into executive session at 8:51 p.m. Phyliss Snyder seconded.

A motion to end Executive Session was made by Anne Wallace at 9:28 pm and seconded by Carol Farley.

Regular session reconvened at 9:40 pm no action taken. Anne Wallace made a motion to end the regular session at 9:40 pm and Phyliss Snyder seconded

Respectfully submitted,

Michele Petosa
Recording Secretary