

Spotswood Public Library
Board of Trustees Meeting

Thursday, December 11, 2014

Next Meeting: Thursday, January 15, 2015

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

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.

ADDITION TO THE AGENDA: None.

Old Business/Library Audit out of order. Gerard Stankiewicz, CPA, from Samuel Klein and Company, made a brief presentation, discussing board obligations for having proper procedures in place, controls, compliance, proper documentation, rules and regulations regarding audit of the library. The board received a packet to review. The firm would advise and audit without making management decisions.

COMMUNICATIONS: None

COMMITTEE REPORTS: Councilman Nicholas Legakis spoke to Councilman Ed Seely, the new library liaison. The tree lighting was held on December 7 due to the weather. The board thanked Councilman Legakis for his service to the library and board.

Friends of the Library – in absentia: Basket raffle held on December 19.

DIRECTOR'S REPORT: Please read full report. The book sale was moderately successful with 40 boxes of books being shipped to Better World Books. Pending events include "Frozen" and "New Year's" programming. The website domain has changed saving costs. C.L. will meet with the Directors of the Bradley Beach and Matawan Libraries.

MINUTES: Anne Wallace motioned to approve the minutes as amended. Annamaria Faga seconded. The motion was passed and the minutes of the November 20, 2014 meeting were approved.

FINANCIAL REPORT: Please review report.

OLD BUSINESS:

- Anne Wallace made a motion to accept the 3 year proposal by Samuel Klein & Co. CPA for the library audit at a cost of \$2,500/year for the next three years. Allison Polisenio seconded. The vote passed unanimously.
- Anne Wallace made a motion to have a \$100 check for change fund as of 2015. Carol Farley seconded. The vote passed unanimously.

- Mayor Polisenno received approval from the Police Chief to perform free background checks. Form is pending.
- Anne Wallace made a motion that the current and future staff, volunteers, and board members have background checks and fingerprinting done by the Borough. Phyliss Snyder seconded. The vote passed unanimously.
- More research is pending on copier proposals.
- There are no current Spotswood residents utilizing Literacy New Jersey. Since advertising is connected to a fee, a needs assessment is pending.
- Ann Wallace made a motion to purchase Smart Money Manager an over the counter transaction management system which is library centric and connected with the catalog and relevant programs. Phyliss Snyder seconded. The vote passed unanimously.
- Anne Wallace made a motion to pay the outstanding Bile's Electric bill and have them check the remaining outlets. Allison Polisenno seconded. The vote passed unanimously.

NEW BUSINESS:

- Anne Wallace made a motion to accept the Donation Policy as written. Mary Leaver seconded. The vote passed unanimously. A letter will be given to donors for tax purposes.
- Since storage is at a premium, the Friends will be notified about amount of storage available.
- After hour programing was discussed. For external groups, costs will be passed along in keeping with library policy. For groups internal to the library, events will depend on staffing, budget and board approval.
- Anne Wallace and Phyliss Snyder volunteered to be on the Personnel Committee. Their charge is to revise the employee manual, job descriptions and personnel matters as needed.

PUBLIC COMMENTS: None

Annamaria Faga made a motioned to adjourn the meeting. Anne Wallace seconded. The regular meeting of the Board of Trustees ended at 9:23 p.m.

Respectfully submitted,

Michele M. Petosa
Board Secretary