

MINUTES OF THE MEETING – January 9, 2013

**THE BOARD OF TRUSTEES OF THE
LOUIS BAY 2ND LIBRARY**

1. President Linda Missonellie called the January 9, 2013 meeting to order at approximately 5:05 pm. The Sunshine notice was read.

2. **ROLL CALL**

The following trustees were present:

<i>Trustee</i>	<i>Present</i>	<i>Absent</i>	<i>Notes</i>
Sharon Abbood (3/2012)	X		
E. Vicki Arians (12/2014)	X		Arrived at 5:08
Richard Goldberg, Mayor (n/a)	X		
Joseph Metzler (12/2016)	X		
Linda Missonellie, President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)	X		
Jean Mele (12/2012)		X	
Terry Segro (12/2012)		X	Arrived at 5:07
Garry Sinning, Council Liaison (12/2012)	X		
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O’Dowd, Director	X		

The Mayor swore in board trustee Sharon Abbood and Terry Segro each for another term.

3. **APPROVAL OF MINUTES** – The November 14th minutes were approved 6-0 on a motion by Dr. Spirito, seconded by J. Metzler. The December 12th minutes were approved 5-0 on a motion by Sharon Abbood, seconded by Dr. Spirito. Joe Metzler abstained from the December minutes.

4. **COMMUNICATIONS** – A letter of apology from a teen for his behavior was received. Golden Circle made a donation of \$250.00 to the library. A thank you was sent.

5. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 7-0 on a motion by Mayor Goldberg, seconded by S. Abbood. A spreadsheet analyzing the budget with actual expenses and transfer requests was presented. A motion to make the transfers as presented was made by Dr. Spirito, seconded by Vicki Arians. Motion passed 7-0.

6. **DIRECTOR’S REPORT / COMMITTEE REPORTS**

a. **Buildings/Grounds** – Alarm system replacement cost estimates and HVAC Maintenance proposals are forthcoming. It was a consensus of the Board to not renew the HVAC Maintenance contract with KCG and a letter will be sent. The Friends have generously offered to make a donation toward the purchase of a flat screen TV to be used as a monitor in the lobby and cost estimates involved in that installation will also be forthcoming. A discussion began involving the cost of a new parking lot, and installing a walkway from the lot, across the grass to

the children's entrance. The Mayor mentioned an ability to add this project to the DPW roads projects.

- b. Finance/Budget: see above notes under financial reports.
- c. Technology: The contract from PCEC for Technology Services was approved 7-0 for renewal on a motion by S. Abbood, seconded by Dr. Spirito.
- d. Policies: BCCLS Annual Certification Agreement for 2013 was approved 7-0 on a motion by S. Abbood, seconded by V. Arians. Kathie O'Dowd will be working on updating the Library's Personnel Policy to mirror the practices of the Borough.
- e. Community Relations: The patron survey is in process. Kathie highlighted some of the more popular responses. A meeting with the Chief of Police and any board members to discuss and address the ongoing issues with the teens was scheduled for January 24 at 1:00 pm. The Friends have their annual "Night of Chocolate" on Friday, January 25th. Tickets are on sale at the Circulation desk.
- f. Personnel: Kathy Colyer submitted her resignation as of 1/7/13. A motion to confirm part time appointments of Mauro Magarelli and Sarah Kiefer for added reference coverage on Saturdays was made by T. Segro, seconded by S. Abbood. Motion was approved 7-0.
- g. Nominating: None
- h. Negotiations: None

7. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** – Hawthorne Rotary application to meet monthly was approved 6-0 on a motion by J. Metzler, seconded by B. Mooney. Mayor Goldberg abstained. A Girl Scout Troop Cookie Sale in the lobby was approved 7-0 on a motion by J. Metzler, seconded by S. Abbood. Mayor Goldberg requested that we leave open the same opportunity to other Hawthorne troops if approached. The Kootz Band Concert application was tabled until more information is given.

8. **OLD BUSINESS** – None

9. **NEW BUSINESS** – None

10. **PUBLIC COMMENT** – Karen Siletti of 311 Van Winkle Avenue asked about the website and updates. She offered her services to help and train any staff since she is an experienced user of our version. Also questioned if there are any further 100th Anniversary meetings scheduled. Kathie O'Dowd answered there was the initial meeting and there was not much interest in a group meeting.

11. **PRIVATE SESSION** – A motion was made by Dr. Spirito to go to private session at 6:10, seconded by S. Abbood. Motion passed 7-0.

12. **ADJOURNMENT** – The Board adjourned the public session at 6:10 pm on a motion made by J. Metzler, seconded by S. Abbood. Motion passed 7-0.

Respectfully submitted,
Janice Judge, Administrative Assistant