

MINUTES OF THE MEETING – March, 2013

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

1. President Linda Missonellie called the March 13, 2013 meeting to order at 5:07pm. 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 (3/2017)	X		
E. Vicki Arians (12/2014)	X		
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		Arrived at 6:06pm
Jean Mele (12/2017)		X	
Terry Segro (12/2017)		X	
Garry Sinning, Council Liaison (12/2012)	X		
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O’Dowd, Director	X		

3. PUBLIC COMMENT Held for later
4. APPROVAL OF MINUTES
 - a. The February 13, 2013 Minutes were approved 6-0 on a motion by R. Goldberg, seconded by V. Arians
 - b. The Mayor indicated that the Borough may need to recoup costs associated with processing the Library’s payroll in 2014.
5. COMMUNICATIONS
A letter was received from a patron Mary Peragine regarding the Library Collection Development policy and procedures. A letter was received from a college student Catherine Hernandez requesting installing a collection box for collection of gently used school supplies for the Dominican Republic. The Director authorized such.
6. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. . The invoice from Aslan was pulled from the list for negotiations by the Director. The bill list was approved 6-0 on a motion by J. Metzler, seconded by S. Abbood.
7. DIRECTOR’S REPORT / COMMITTEE REPORTS

Buildings/Grounds: The board accepted a request from the Hawthorne Democrats to plant flowers in the raised concrete bed as a donation. A joint B&G/Technology committee meeting was scheduled to

investigate Security Camera expansion and upgrade possibilities. The existing service contract with Totally Secure will not be renewed. The disrepair of the Parking Lot, as well as a request to have the lot repaired or repaved as a smaller project than proposed by the Borough Engineer was discussed. It was agreed that the lot is not in acceptable condition, and Mr. Sinning agreed to ask the Borough if they could reconsider the work as a smaller project. The Director reported that she is awaiting a proposal for a Rain Garden design from Rutgers. The Library has received 3 quotes from HVAC vendors, which will be discussed in committee. The roof continues to leak in front of the Circ Desk and by the balcony stairs, although Boswell reported to the Borough council on 2/28 that there were no leaks.

Finance/Budget: The Director reported that the State Report is completed, and plans were made with the Borough CFO and Board President for Notary signature and submission. Of particular note, the Director commented that Reciprocal Loans coming in from other Libraries was significantly down, while Circulation increased, as a result of revised Collection Development procedures. This drop in Loans is a significant operational cost savings for Hawthorne as well as other libraries.

Technology: The Director reported that several improvements have been made to the website, including sections on the 100th, and a Twitter Feed. Updates have also been made to all patron PCs. The staff will add a Donation button to the website for the HCLF and Friends, once the account information is set up by those organizations.

Policies:

- a. The Collection Development Policy was read for the first time and the meeting was opened to the Public . No changes suggested, motion by V. Arians, second by R. Mooney, 6-0
- b. The Gallery Policy & Application Policy was read for the first time - Motion by S. Abbood, second by V. Arians, 6-0.
- c. A new Library Card Application, with inclusion of "Associations" was introduced for consideration by the Director.
- d. The Anti-Nepotism Policy was read for the first time – suggestion made to change i.e. to e.g., motion by J. Metzler, second by V. Arians, 6-0.

Community/Public Relations: The Director reported that The Well Read Bookstore would be sponsoring a Fundraiser for the Friends from 3/16-23, and highlighted several special programming events planned.

Personnel: Marilyn Rees & Kathy Lehmann were both appointed to the BCCLS PR committee. Jen Budd is on Policies & Procedures and Kathie O'Dowd is on the Committee on Administration and Library Management (CALM), giving Hawthorne excellent representation. The Staff has been participating in ongoing training in MS Office, Polaris, and Research tools.

Nominating: n/a

Negotiations: n/a

8. COMMITTEE REPORTS: Covered in Directors report.
9. MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS n/a
10. PUBLIC COMMENT:

Jayne Ace-Bosgra, (address), thanked the board for allowing the flowers to be planted and shared with the Board that the Library was not properly cleaned for the Friends Tea or the musical event.

Mary Peragine, 30 Brookside Ave, requested that the Library Board implement a policy to limit purchases of DVDs that displayed gratuitous violence. The discussion included the Library's acquisitions practices, Mission, discrimination, BCCLS Interlibrary Loan. The proposed Collection Development Policy memorializes existing practices.

Karen Siletti, (address), requested clarification regarding the Collection Development policy and the Addendums attached. She also requested that the Library "flag" children to restrict their borrowing rights of certain materials. The discussion included Privacy Rights, system limitations, and Library vs. parental oversight.

11. PRIVATE SESSION

The board went into private session to discuss matters of personnel 7:04pm. The meeting was reopened to the public at 7:28.

12. OLD BUSINESS n/a

13. NEW BUSINESS – The Director discussed creating READ posters of Community Leaders. S. Abbood shared that she would be sponsoring World Book Night on 4/23 with *Montana Sky*. R. Mooney shared that he would be leaving the Superintendent position in July, and was curious about his status on the Library Board at that time.

14. ADJOURNMENT – The meeting was adjourned at 7:30pm on a motion by J. Metzler, seconded by S. Abbood, 6-0.