

MINUTES OF THE MEETING – March 21, 2012

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

The March 21, 2012 meeting was called to order at approximately 5:08 p.m. by President Linda Missonellie. The Sunshine notice was read.

1. **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 5:50 |
| Richard Goldberg, Mayor (n/a) | | X | |
| Joseph Metzler (12/2011) | 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 | | Left at 6:05 |
| Garry Sinning, Council Liaison (12/2011) | | X | |
| Dr. Richard A. Spirito, Vice- President (12/2015) | | X | |
| Kathie O’Dowd, Director | X | | |

1. **APPROVAL OF MINUTES**

A Motion was made by Joe Metzler to approve the February 8, 2012 minutes, seconded by Terry Segro. Roll call was taken and motion was passed 6-0.

2. **COMMUNICATIONS** - Kathy submitted two Thank you letters; one from a patron and the other from Councilman J. Wojtecki.

Before continuing with the meeting a suggestion was made to go into Private Session to discuss Personnel matters. A motion was made by J. Metzler at 5:10 pm to go into private session, seconded by Terry Segro. A motion as made to close private session and go into public session by J. Metzler, seconded by J. Mele at 5:25.

3. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 6-0 on a motion by Mr. Mooney, seconded by Terry Segro.

4 **DIRECTOR’S REPORT**

- a. **Buildings/Grounds** – The B&G Itemized list was presented for review. Kathie reported that an RFP was submitted to develop a strategic plan for library needs. All members of HCLF, Friends, Trustees and staff will help devise a committee. Lime Energy submitted their audit recommendations. Some items can be included in the strategic planning. Kathie also presented

the PC Expansion plus PC furniture needs, along with replacement of water damaged ceiling tiles. The Board chose to refer this subject to the B&G committee for more discussion.

Resolution 2012-08 – approval of overage amount not to exceed \$500.00 of additional labor and supplies needed for expansion of young adult library. Refer to 2012-02.

Motion by J. Metzler, seconded by S. Abbood, motion approved 7-0.

Resolution 2012-05 – Approved purchased of an additional (1) outdoor camera for Children’s Library entrance. Work performed by Totally Secure, inc. at a cost of \$498.00. Funds to be paid from Capital Reserve Account. Motion by J. Metzler, seconded by V. Arians, motion approved 7-0.

Resolution 2012-06 – Approved installation of electrical CAT5/6 wiring to support PC expansion to the upstairs area as well as the adult circulation area. Recommended vendor Mardell Electric. At a cost not to exceed: \$5670.00. Funds to be paid from Capital Reserve Account. Motion by V. Arians, seconded by T. Segro, motion approved 7-0.

Resolution 2012-07 – Pending approval of ceiling tile replacement. B&G committee to review costs.

- b. **Policies:** Board of Trustees approved the revised Internet Access Policy on a motion by Sharon Abbood, seconded by Mr. Mooney. Motion approved 6-0. Trustees also approved the revised Meeting Room Policy and Application on a motion by Mr. Mooney, seconded by V. Arians. Motion approved 6-0. The Board and Kathie would like to review the Interlocal Agreement with Prospect Park at the April meeting.
- c. **Technology:** The 2012 Interlocal Agreement with PCESC Technology was approved. Motion made by J. Metzler, seconded by J. Mele, Mr. Mooney abstained. Motion approved 6-0.
- d. **Community Relations:** None

5. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** – None

6. **COMMITTEE REPORTS**

- a. Buildings & Grounds: (Metzler) see Director’s report.
- b. Finance/Budget: (Spirito) Refer to Director’s Report
- c. Technology: (Mooney) see Director’s report
- d. Policy: (Arians) Policies were presented – see Director’s Report.
- e. Community Relations: (Segro) Website is still under construction.
- f. Personnel: (Mele) None
- g. Nominating : (Abbood) - None
- h. Negotiations: (Spirito) None

7. **OLD BUSINESS** – None

8. **NEW BUSINESS** – None

9. **PUBLIC COMMENT** –None

10. **PRIVATE SESSION** – None

11. **ADJOURNMENT** – The Board adjourned the meeting at 6:55 pm on a motion by J. Mele, seconded by J. Metzler. Motion passed 6-0.

Respectfully submitted,
Janice Judge, Administrative Assistant