

MINUTES OF THE MEETING – August 10, 2012

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

1. President Linda Missonellie called the August 10, 2012 meeting to order at approximately 1:05p.m. 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 1:10p
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	
Garry Sinning, Council Liaison (12/2012)		X	
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O’Dowd, Director	X		

3. **APPROVAL OF MINUTES**

Revised June Minutes were approved on a motion by R. Spirito, seconded by J. Metzler. Mayor Goldberg abstained. June Minutes were approved 5-0. July Minutes were approved on a motion by Mayor Goldberg, seconded by J. Metzler, 6-0.

4. **COMMUNICATIONS** – Chamber of commerce letter was received thanking the Library for the picnic bench.

5. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 6-0 on a motion by J. Mele, seconded by R. Spirito.

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

- a. **Buildings/Grounds** –Building and Grounds report was presented. The handyman list is complete and another one has begun. The HVAC report was presented and the B&G committee will review it. KCG repaired A/C unit #3 – condenser was freezing up and leaking condensation through the roof into the electrical room. There are still small leaks on heavy rain days near the balcony stairs. Flashing is to be checked.
- b. **Finance/Budget**: None
- c. **Technology**: None
- d. **Policies**: The Prospect Park Interlocal agreement was adopted and the Borough of Prospect Park issued a check to the library for fines owed from 2007. The Pay Card Policy can be used for Prospect Park patrons who want a second card in their household. Kathie reported that a

Hawthorne patron has not returned library materials at a value of \$2500 belonging to other BCCLS libraries. Our library is responsible for the outstanding charges if we cannot re-coup from the patron. Kathie took the appropriate steps to contact the patron and he has since left Hawthorne. A discussion ensued as to changing the policy to include adding a driver's license number when patron's request a library card. A motion was made by J. Mele to include a driver's license to policy, seconded by J. Metzler. Motion passed 6-0. The board suggested updating the 1989 municipal ordinance with the council. Kathie is to draft a sample. The Gallery Policy was given to the policy committee for review. There is also a consensus to move forward with the outside electronic signage.

- e. Community Relations: Kathie thanked the board for staying open for the summer months. There was a 20% increase over last July.
- f. Personnel: None
- g. Nominating: None
- h. Negotiations: None

7. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS**

- 1. Life Line Screening: This organization has been here in the past. There is a charge for the health screenings.
- 2. Social Security Benefits Program: The Financial Foundations Group
- 3. How to Get Out of Debt: Sher Capital Mgt. informational program for finances.
- 4. Holistic Health – Fast Healing – An in depth nutritional service.

A motion was made by J. Mele to approve all four meeting room applications in the event that the groups agree to pay for the meeting room. Motion seconded by J. Metzler. Motion approved 6-0.

The Mayor suggested placing a sign in the meeting room with a disclaimer stating that the library does not endorse any non-sponsored library programs.

8. **OLD BUSINESS** – None

9. **NEW BUSINESS** – None

10. **PUBLIC COMMENT** –None

11. **PRIVATE SESSION** – None

12. **ADJOURNMENT** – The Board adjourned to private session at 1:45 pm for Trustee Training. Motion made by V. Arians, seconded by J. Metzler.

Respectfully submitted,
Janice Judge, Administrative Assistant