

MINUTES OF THE MEETING – September 12, 2012

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

1. President Linda Missonellie called the September 12, 2012 meeting to order at approximately 5:02 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		Arrived at 5:08
E. Vicki Arians (12/2014)	X		Arrived at 5:25
Richard Goldberg, Mayor (n/a)	X		Left at 6:20
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**

The August Minutes were approved 5-0 on a motion by J. Metzler, seconded by R. Spirito.

Before the meeting continued, the board reviewed the Audit with the Auditor, Bob Swisher and he commended the library for a satisfactory audit. The audit was accepted 7-0 on a motion made by Mayor Goldberg and seconded by R. Spirito.

4. **COMMUNICATIONS** – Thank you letters were received from the Garden Club and a student, Alyson LaSpisa who did a volunteer book drive for children.

5. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 6-0 on a motion by J. Metzler, seconded by S. Abbood. It was noted that public relations is over budget due to the purchase of our new library cards.

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

- a. **Buildings/Grounds** –Building and Grounds report was presented. Kathie reported the meeting room right corner leaked on Tuesday 9/4. Boswell will be notified and hopefully the flashing can be fixed. The B&G committee will meet on Tuesday, 10/9 at 5 pm. The Electronic Outdoor sign proposals are still being evaluated and received.
Resolution 2012-07 – Ceiling tiles: An additional \$100 was approved by the Board 6-0 on a motion by J. Metzler, seconded by V. Arians. Mr. Mooney abstained. This cost was for additional basement kitchen ceiling tiles that were inadvertently not included in the original quote.

Resolution 2012-14: The Board approved the cost of \$1475.00 for a color printer purchased from BCCLS as part of the PC Expansion. The color printer is for the reference desk for patrons to have the capability of purchasing color copies at a cost of .25 cents.

- b. Finance/Budget: The committee will meet sometime in October to begin work on budget.
- c. Technology: Website goes live on Friday, 9/14. Kathie has received a mobile device discovery kit from NJSL for 60 days. Materials are for staff use only. Kathie will include in 2013 budget to include one additional Polaris license. The cost for each license is \$3000.
- d. Policies: Kathie will meet with Vicki tentatively on Oct. 1 to review the Gallery Artist Policy.
- e. Community Relations: J. Mele and Kathie will be attending the Friends of the Library BCCLS breakfast on 10/23. Kathie informed the board that the police will make after school rounds. Mr. Mooney would like to be notified when a continuous problem exists with students. Kathie announced the "Green Fair" is scheduled for Sunday, 9/16 and if it were possible for the library to be open during this time. The board's consensus was not to open at this late notice, but would like to re-visit opening on Sundays during other "events".
- f. Personnel: The Board of Trustees approved 7-0 the hiring of new page, Julio Balmaseda on a motion by Vicki Ariens, seconded by R. Spirito. Kathie has received many resumes for the two new positions and will be reviewing them with her recommendations to the Board. The 2013 Holiday Calendar was presented and approved by the Board of Trustees 7-0 on a motion by J. Metzler, seconded by V. Ariens.
- g. Nominating: None
- h. Negotiations: None

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

1. Chamber of Commerce: Application for "Meet Santa" on Friday, 11/30/12 was approved 6-0 on a motion by J. Metzler, seconded by S. Abbood. In lieu of charging them for the room, a donation will be accepted.

8. **OLD BUSINESS** – Kathie reported that a portion of the stolen library materials was returned. There are costs involved with resolving this matter. All of the video games were returned without the cases. A majority of the materials belonged to other libraries. Marilyn is presently taking an inventory of what was returned.

9. **NEW BUSINESS** – None

10. **PUBLIC COMMENT** –None

11. **PRIVATE SESSION** – see below

12. **ADJOURNMENT** – The Board adjourned to private session at 6:45 pm. Motion made by L. Missonellie, seconded by V. Ariens.

Respectfully submitted,
Janice Judge, Administrative Assistant