

MINUTES OF THE MEETING – September 11, 2013

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

1. President Linda Missonellie called the September 11, 2013 meeting to order at 4:15pm. 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		Arrived at 5:10 pm
Linda Missonellie, President (12/2013)	X		
Jean Mele (12/2017)		X	
Dr. Jill Mortimer, Superintendent of Schools (n/a)	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(n/a)	X		

3. APPROVAL OF MINUTES
 - a. The August 14, 2013 minutes were approved as amended 6-0 on a motion by S. Abbood, seconded by G. Sinning.

4. COMMUNICATIONS
 - a. K. O’Dowd discussed the upcoming BCCLS Friends’ Breakfast, the OPRA notice and the Adopt-a-Magazine Fundraiser sponsored by the Friends’ of the Library.

5. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. K. O’Dowd distributed and explained a new itemized report detailing the expenses/spending by category. The Bill list was approved 7-0 on a motion by R. Spirito, seconded by G. Sinning.

6. DIRECTOR’S REPORT / COMMITTEE REPORTS

Buildings/Grounds

- a. A B&G committee meeting was scheduled to discuss projects in process. K. O’Dowd thanked everyone who helped install the rain garden. Resolution 2013-08 for the water cooler solution will be discussed at the next meeting. J. Metzler proposed a filtered line hardwired into the city water line to reduce costs of bottled water.
- b. K. O’Dowd inquired about having signs and painting for the designated spaces near the sidewalk and entrance to Children’s wing off Grand Ave. The Ordinance has been passed so the signs should be ordered through the Borough.
- c. The lamppost on Grand Ave is out and L. Missonellie left a message for Monica to schedule DPW or electrician and S. Abbood will contact Daryl Foca who has a bucket truck.

Finance

- a. Auditor will attend October Board meeting and the Finance Committee will meet prior.
- b. The Friends will be donating \$500 to each adult and children's AV collections.

Technology

- a. Based on the number of Twitter followers we rank in the top 10 of BCCLS with 240 followers!
- b. We now offer "Hawthorne Helpers", a collection of tech tips and computer troubleshooting handouts that are accessible to staff and patrons at the library and on the website for patrons to use at home.
- c. BCCLS will be updating all BCCLS-PCs in October to Windows 7.

Policies - N/A

Community PR and Outreach

- a. September is National Library Card Month and we are celebrating by waiving fines up to \$3 or the \$3 Library Card Replacement Fee in return for donations to the Hawthorne Food pantry.
- b. The Friends' Annual Art Show and Sale will be held Saturday, September 21 from 10 am to 3 pm.
- c. The Summer Reading program was a success with 6150 books read by ~160 children.

Personnel/Professional Development

- a. K. O'Dowd made a recommendation to promote Mauro Magarelli from I.T. Librarian to the Head of Reader's Services at a prorated rate effective on or before October 7. Recommendation was passed on a 7-0 vote by R. Spirito, seconded by S. Abbood.

Collection Development/Circulation

- a. VHS were weeded and recycled with help from the DPW, coordinated by Ellen.
- b. Annual weeding of the periodicals is underway.
- c. Circ is down 3.69% and BCCLS is down 4.8%. Proportionally, Hawthorne is having a strong year. Statistics are difficult to compare to 2012, because in the new reciprocal borrowing process, items are not "checked out" to patrons until they are picked up. In the past, items were "checked out" to patrons before arriving at Hawthorne, so the item was included in the statistics even if the patron elected not to pick it up. BCCLS also removed all VHS from the catalog, and we removed the items from our collection. Previously, VHS accounted for ~2.75% of our Circulation.

7. MONTHLY ROOM APPLICATIONS

- a. No new applications were discussed. Upcoming programs include the Job Fair/Open House, Yoga Meditation Workshop and technology classes.

8. OLD BUSINESS N/A

9. NEW BUSINESS

- a. S. Abbood has a jewelry contact interested in hosting an evening event. She will contact the new program coordinator Veronica.

10. PUBLIC COMMENT

- 1) Lisa Arroyo, 1141 Woolley Ave, Union, asked to have the July minutes revised, stating that she did not question the Director's qualifications. She presented a letter to the President, asking

they be redacted or amended. She also asked for clarification on the Volunteer Policy and was advised to sit down and discuss the issue with the Director.

- 2) Karen Siletti, 311 Van Winkle Avenue, stated that the July minutes did not accurately reflect her issue with the Collection Development Policy. She also asked that committee and work group meetings be posted, board meetings be televised, and requested that the board meeting time be changed.

The president said that all matters would be taken under advisement.

Public Comment portion of the meeting was closed at 5:27pm on an 8-0 motion by J. Metzler, seconded by G. Sinning.

11. ADJOURNMENT – The meeting was adjourned at 5:30pm on an 8-0 motion by G. Sinning, seconded by S. Abbood.