

MINUTES OF THE MEETING – October 10, 2012

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

1. President Linda Missonellie called the October 10, 2012 meeting to order at approximately 5:03 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	
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 5:20
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 as amended 5-0 on a motion by J. Metzler, seconded by R. Spirito.

4. **COMMUNICATIONS** – Thank you letter was received for the water cooler. Kathie received a phone call complaint concerning a patron with body odor and use of the library as a private office. Kathie will address our policy with the lawyer.

5. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 6-0 on a motion by G. Sinning, seconded by T. Segro. Kathie explained the Museum Pass Program.

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

a. **Buildings/Grounds** –Building and Grounds report was presented. Leo Fiorilla requested the permission of a park bench donation in memory of a Hawthorne Veteran, Billy Dutches. The board approved his donation upon the decision that the bench be similar to the current park benches on library grounds. Toys for Tots will place a collection box in the library. Kathie spoke briefly about the electric sign price quotes and is waiting info on other vendors. Joe Metzler has contacted HVAC vendors and they will be visiting library to give quotes on our needs. A quote was received from Boswell Engineering/Pfister Roofing for the repair of the meeting room roof. **Resolution 2012-15:** Board of Trustees voted to approve repair of roof leak located on the meeting room roof at a cost of \$1,245.00. Repair work to be performed by Pfister Roofing. The LED lighting costs were discussed and referred to the Buildings and Grounds committee.

- b. Finance/Budget: Budget committee meeting was tentatively scheduled. Kathie will meet with staff to finalize numbers.
- c. Technology: Website is up and running. Staff will be trained on how to update the website. Print Management software was discussed. Kathie is working with Robert White to secure better pricing with the vendor.
- d. Policies: Kathie will meet with Vicki to review the Gallery Artist Policy.
- e. Community Relations: Kathie met with the Historical Society to discuss the need for a local history room.
- f. Personnel: Polaris training is ongoing and will continue.
- g. Nominating: None
- h. Negotiations: None

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

1. Free Kaplan SAT Practice Test: application was accepted with payment for each date. Motion to accept was made by J. Metzler, seconded by Mr. Mooney. Motion was approved 7-0.

8. **OLD BUSINESS** – None

9. **NEW BUSINESS** – None

10. **PUBLIC COMMENT** –None

11. **PRIVATE SESSION** – see below

12. **ADJOURNMENT** – The Board adjourned to private session at 6:15 pm. Motion made by J. Mele, seconded by Gary Sinning. Motion accepted 7-0.

Respectfully submitted,
Janice Judge, Administrative Assistant