

MINUTES OF THE MEETING – January 11, 2012

THE BOARD OF TRUSTEES OF THE LOUIS BAY 2ND LIBRARY

The January 11, 2012 meeting was called to order at approximately 5:10 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	
Richard Goldberg, Mayor (n/a)	X		Left at 6:00
Joseph Metzler (12/2011)	X		
Linda Missonellie, Vice-President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)		X	Arrived at 5:15
Jean Mele (12/2012)	X		
Terry Segro (12/2012)	X		Left at 6:30
Garry Sinning, Council Liaison (12/2011)	X		
Dr. Richard A. Spirito, President (12/2015)	X		Left at 6:15
Kathie O'Dowd, Director	X		

1. **APPROVAL OF MINUTES**

A Motion was made by Joe Metzler to approve the December 14, 2011 minutes, seconded by Dr. Richard Spirito. Roll call was taken and motion was passed 7-0.

2. **COMMUNICATIONS** - None

3. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 7-0 on a motion by Mayor Goldberg, seconded by J. Metzler. Kathie O'Dowd reported that the 2012 Budget was submitted to Borough Administrator Eric Mauer and CFO Mary Jeanne Hewitt.

5. **DIRECTOR'S REPORT**

- a. **Buildings/Grounds** – The B&G Itemized list was presented for review. Programmable thermostats have been purchased and will be installed. *Resolution 2012-02*: Upgrade Camera System to include installation of “blind” areas within the library. Modification and construction of Administrative Offices for patron and teen use. Work performed not to exceed \$10,000. Funds to be paid from Capital Reserve Account. On a motion made by Jean Mele, seconded by T. Segro, Resolution 2012-02 was approved 7-0. *Resolution 2012-03*: Purchase of additional 22 BCCLS computers to the Adult and Teen Center was presented and the consensus of the board was to postpone this resolution.

Kathie O’Dowd will contact BCCLS to place an order so we can be on the schedule for the summer installation of 2012. She will also get pricing on wiring.

- b. Policies: Kathie presented the following policies for approval.
 - 1. Internet Use Policy: re-wording of this policy to reflect a common sense approach to make the internet access user friendly to anyone.
 - 2. New Library Card Application: Comments on the back of the library card application will include patrons to abide by all policies of the library.
 - c. Personnel : A retirement dinner for Clara Caldarone is tentatively scheduled for February 3rd. Kathie O’Dowd is borrowing staff from other departments to help in the Technical Processing Dept.
6. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** – The application for Stroke Awareness scheduled for February 3rd was approved on a motion by Gary Sinning, seconded by Joe Metzler. Motion approved 6-0.
7. **COMMITTEE REPORTS**
- a. Buildings & Grounds: (Metzler) see Director’s report.
 - b. Finance/Budget: (Spirito) Refer to Director’s Report
Resolution 2012-01 – Naming Official Depositories on various banks. Motion by J. Mele, seconded by Gary Sinning to approve the official depositories for 2012. Motion approved 6-0.
 - c. Technology: (Mooney) Mr. Mooney discussed the blending of libraries with the schools data connection and various costs and maintenance involved. Kathie mentioned that BCCLS software “Workflows” will be changing over to the Polaris System by the end of 2012. Schools cannot log into the BCCLS software, they can use “BELS” system which can be very expensive. Mr. Mooney and Kathie will schedule a meeting to discuss future plans and ideas.
 - d. Policy: (Arians) Policies were presented – see Director’s Report.
 - e. Community Relations: (Segro) None
 - f. Personnel: (Mele) Refer to Director’s Report
 - g. Nominating : (Abbood) -
 - h. Negotiations: (Spirito) None
8. **OLD BUSINESS** – None
9. **NEW BUSINESS** – None
10. **PUBLIC COMMENT** –None
11. **PRIVATE SESSION** – None
12. **ADJOURNMENT** – The Board adjourned the meeting at 6:45 pm on a motion by J. Mele, seconded by Gary Sinning. Motion passed 6-0.

Respectfully submitted,
Janice Judge, Administrative Assistant