

MINUTES OF THE MEETING – February 8, 2012

THE BOARD OF TRUSTEES OF THE LOUIS BAY 2ND LIBRARY

The February 8, 2012 meeting was called to order at approximately 5:03 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		Arrived at 5:10
Joseph Metzler (12/2011)	X		
Linda Missonellie, President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)	X		A-5:20 , L-5:45
Jean Mele (12/2012)	X		
Terry Segro (12/2012)	X		
Garry Sinning, Council Liaison (12/2011)	X		
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O'Dowd, Director	X		

1. **APPROVAL OF MINUTES**

A Motion was made by Joe Metzler to approve the January 11, 2012 minutes, seconded by Gary Sinning. Roll call was taken and motion was passed 7-0.

2. **COMMUNICATIONS** - Kathy reported that she mailed letters to the home addresses of 5 children who violated the Behavior Code of Conduct which resulted in suspension from the library. She followed up with phone calls to each home to notify the parents or guardians. A similar letter also was mailed to an adult patron for the same violation.

3. **FINANCIAL REPORTS / BILL LIST** – The bill list was approved 8-0 on a motion by Jean Mele, seconded by Dr. Spirito.

4 **DIRECTOR'S REPORT**

- a. **Buildings/Grounds** – The B&G Itemized list was presented for review. Kathie reported that the renovations to the upstairs administrative offices and YA library are almost complete. She will present the final costs for the March meeting. A sample of a “mural” drawing for the entrance wall to the YA Library was presented for discussion. The committee will review ideas for a mural.

Kathie suggested adding an outside camera to the far right corner of the children's wing. (Near the parking lot side). There has been vandalism in that area because it is a "blind" spot from the street. Motion was made by J. Mele, seconded by Terry Segro to add one outside camera to the proposal from Totally Secure. Kathie will get the pricing from Totally Secure.

- b. Policies: Kathie presented the Draft policy for the Meeting Room and the Meeting Room application. After discussion, the board suggested that the Borough Administrator be contacted to check on insurance coverage. The Mayor also suggested a medical release form be used when physical activity is required.
- c. Technology: Electrical wiring for PC Lab was discussed. Kathie will do RFP's and the Tech. committee and B&G Committee will meet to go over specs.
- d. Community Relations: New library cards are in the process. Kathie met with school librarians to work on a collaborative effort for support.
- e. Collection Development: Gaming collection is arriving. We have also separated some of the collection to identify NEW items. Kathie has had loan procedure discussions with the staff to follow BCCLS policies more closely.

5. **MONTHLY ROOM APPLICATIONS; GIFT PROPOSALS** – None

6. **COMMITTEE REPORTS**

- a. Buildings & Grounds: (Metzler) see Director's report.
- b. Finance/Budget: (Spirito) Refer to Director's Report
Resolution 2012-04 – Approval to install 5 dampers in various locations at a cost of \$650.00. Work to be performed by KCG, Inc. (HVAC Contractor) Motion made by Dr. Spirito to approve funds for this work performed to be paid out of Capital Reserve. Motion seconded by Mayor Goldberg. Motion approved 7-0.
- c. Technology: (Mooney) see Director's report
- d. Policy: (Arians) Policies were presented – see Director's Report.
- e. Community Relations: (Segro) None
- f. Personnel: (Mele) None
- g. Nominating : (Abbood) - None
- h. Negotiations: (Spirito) None

7. **OLD BUSINESS** – None

8. **NEW BUSINESS** – None

9. **PUBLIC COMMENT** –None

10. **PRIVATE SESSION** – None

11. **ADJOURNMENT** – The Board adjourned the meeting at 6:10 pm on a motion by J. Mele, seconded by Terry Segro. Motion passed 7-0.

Respectfully submitted,
Janice Judge, Administrative Assistant