

MINUTES OF THE MEETING – May 9, 2012

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

Vice-President Dr. Spirito called the May 9, 2012 meeting to order at approximately 5:05 p.m.. The Board went into closed session at 6:10 pm on a vote by Joe Metzler, seconded by Jean Mele. 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		
Joseph Metzler (12/2011)	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 (12/2011)	X		
Dr. Richard A. Spirito, Vice- President (12/2015)	X		
Kathie O’Dowd, Director	X		

1. **APPROVAL OF MINUTES**

A Motion was made by Mayor Goldberg to approve the April, 2012 minutes, seconded by Terry Segro. Roll call was taken and motion was passed 7-0.

2. **COMMUNICATIONS**

– Court Notice was received. Board members are not required to attend. AARP thank you letter was received for use of the library for tax preparation. Kathie reported that she wrote letters to the home of two young adults refraining them from use of the library for one week due to their misconduct.

3. **FINANCIAL REPORTS / BILL LIST**

– The bill list was approved 7-0 on a motion by Jean Mele, seconded by Mayor Goldberg. A question arose regarding the lost materials and what the process is to collect reimbursement. After discussion it was decided that the library would invoice those patrons who are over a certain dollar amount. Kathie will speak to her staff and institute a more formal process on excessive book fees. It was also discussed to begin invoicing other libraries regarding when they lose our materials.

4 **DIRECTOR’S REPORT**

- a. **Buildings/Grounds** –Aslan cleaning services presented a quote to continue cleaning services at a cost of \$1400 a month. Kathie received a quote from Champion Cleaning services and the price was comparable. The window cleaning for the building was approved at a cost of \$565.00. This cost will come out of the Operating Expenses.

Resolution 2012-09 – Approval of 2 additional security cameras at a cost not to exceed \$1200. One in the Administration office and one located by the Reference desk. Motion made by J. Metzler and seconded by Terry Segro. Motion passed 7-0. It was also suggested to have signs located throughout the library stating that the building is under video surveillance.

- b. Policies: Pay Card proposal was discussed and reviewed along with the Prospect Park Interlocal agreement draft. A meeting will be scheduled with the Director, Mayor Goldberg and Prospect Park Mayor to discuss the renewal of the contract. A medical release form was presented and it was stated that Eric Mauer, Borough Administrator was working on finding out about a Sport Activity Rider.
- c. Technology: Website will be up and running by June 1st and be shown at the Open House. Board Minutes and group picture of the Board would be placed on the site. An email account for the Board of Trustees will also be established.
- d. Community Relations: The library's Open House is scheduled for June 1st inviting the public, Council members, Board of Education members, Friends, Foundation and public.
- e. Circulation: We have registered to be a regional library for the blind. The large print biography will be expanded and we will seek a donation from the Lions Club.

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
- c. Technology: (Mooney) see Director's report
- d. Policy: (Arians) see Director's Report.
- e. Community Relations: (Segro) Website up and running by June 1st.
- f. Personnel: (Mele) – Private session discussion
- g. Nominating: (Abbood) - None
- h. Negotiations: (Spirito) None

7. **OLD BUSINESS** – None

8. **NEW BUSINESS** – None

9. **PUBLIC COMMENT** –None

10. **PRIVATE SESSION** – Board went into closed session at 6:10 pm

11. **ADJOURNMENT** – The Board adjourned the meeting at 7:45 pm on a motion by J. Metzler, seconded by T. Segro. Motion passed 7-0.

Respectfully submitted,
Janice Judge, Administrative Assistant