Spotswood Public Library
Virtual Board of Trustees Meeting

Thursday, August 28, 2020 **Next Meeting: September 17, 2020**

PRESENT: Anne Wallace, Diane Barlow, Carol Farley, Annamaria Faga, Emma Jane Decker, Marylin Israel, Mary Leaver, and C. L. Quillen, Library Director.

Anne Wallace called the meeting to order at 12:06 am. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

ADDITION TO AGENDA: None

COMMUNICATIONS: Email asking about participation in Rec Department's Halloween event

COMMITTEE REPORTS: None

DIRECTOR'S REPORT AND STATISTICS: Supply orders have been slow to arrive. Director unable to apply for 1st round of COVID reimbursements because canceled vendor checks had not been received yet. C. L. & Deb to attend virtual ARSL conference. Library to trial an app that would allow customers to schedule their own takeout times. Plexiglass installed. Book carts and electrostatic sprayer purchased. Public Works is waterproofing the roof and will be replacing the water heater, as we don't get hot water in the restroom. Staff trying new things including DVD binge boxes, and a program with Baker & Taylor to buy back donations/weeded books. Summer reading participation is very low. Two new computers for staff and two new computers for public have arrived. Additional computers and monitors will be purchased in the near future. Quotes provided for pickup lockers. Director would like to update website, as it has been several years since the last major update.

MINUTES: Anna Faga made a motion to approve the July 17 minutes, Carol Farley seconded, All in Favor. Diane Barlow made a motion to accept the minutes from August 7th, Marylin Israel seconded. All were in favor.

FINANCIAL REPORT: Emma Jane Decker made a motion to approve the August Bill list in the amount of 14,572.40 and Carol Farley seconded it. All approved.

PERSONNEL: N/A

OLD BUSINESS: Limited Services During COVID-19 policy discussed. Minor changes made. Anne Wallace made a motion to approve; Anna Faga seconded it; all in favor. Lockers for materials pickup were discussed. Board would like to trial them if possible. Director to look into possibilities. Anne Wallace made a motion to approve the proposal by Ocean Computer Group for an outdoor wireless access point to be installed for a cost of $1971.09. Marylin Israel seconded, motion carried. Discussion about another restroom in the library.

NEW BUSINESS: The director of Sled Dogs the movie was in touch with the director about showing the movie and offering a discussion program. The movie director contacted the director because she felt that we needed to show “the other side” of sled dog racing after the program last month. . Board discussed the movie and the reviews and didn’t feel that there would be a lot of interest. Board agreed to show the movie and offer a discussion if there is interest. Needs to carry a warning about not being appropriate for children and being graphic in nature. Discussion about ordering masks to give out. Board decided on ordering 500 masks, 3 colors, maximum of $1000. C. L. discussed some paid children’s programming options for the fall. Changes to the Library’s hours were also discussed. Browsing and Computers will resume in person by appointment only. Browsing will be for ½ hour only and a maximum of 5 people. Computers will be offered during hours that the Library has Takeout Service. Customers will get 45 minutes on the computer with a maximum of 2 computer users at a time. Customers will get up to 10 free print outs or photocopies per day to minimize the need for staff to handle cash and to account for the national coin shortage. Or a maximum of 2 free faxed pages.

PUBLIC COMMENTS: N/A

EXECUTIVE SESSION: Diane Barlow made a motion to go into executive session at 1:58 pm. Anne Wallace seconded and the motion passed. Anne Wallace made a motion to return to regular session at 2:09 pm; Marylin Israel seconded and all were in favor.

Anne Wallace made a motion to apply for a shared work plan through the state of NJ which would reduce the total number of hours for each of the Library Assistants by 20%. Carol Farley seconded and all were in favor.

ADDITIONAL COMMENTS: September meeting date set for Thursday, 9/17 at 7 pm. Later changed to Thursday, 9/24 at 7 pm.

Anna Faga made a motion to end the regular session at 2:12 pm.; Marylin Israel seconded. The vote was unanimous.