

Spotswood Public Library  
Virtual Board of Trustees Meeting

Thursday, September 24, 2020

**Next Meeting: October 15, 2020**

**PRESENT:** Anne Wallace, Diane Barlow, Carol Farley, Marylin Israel, and C. L. Quillen, Library Director.

**UNEXCUSED:** Annamaria Faga, Emma Jane Decker

**LATE:** Mary Leaver.

Anne Wallace called the meeting to order at 7:03pm. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

**ADDITION TO AGENDA:** Budget, Director's Vacation/Personal Time

**COMMUNICATIONS:** None

**COMMITTEE REPORTS:** None

**DIRECTOR'S REPORT AND STATISTICS:** Library is using an App for Takeout service which is being paid for by the state library. State Library purchased subscriptions for Zoom for NJ libraries. The director had previously paid for a subscription and was reimbursed by the Library. She wrote a check back to the library for the amount of the refund and provided copies of the email about the refund, the check and receipt that it was paid to the library. Director was asked to be part of a panel for a follow-up virtual keynote for NJLA. It was decided that we should open Wednesday mornings instead of Thursday evening. Still having issues with Xerox/KDI regarding the return of the Xerox and billing. Roof is coated to be waterproof. The plumber should be installing the new hot water heater in the next few weeks. We borrowed some disinfectant from the Boro after the solution that was suggested to us by Staples was deemed to be too toxic. Still waiting on upgraded filters for the HVAC system. About 100 books that have been out since March. Staff will call and remind customers before having LMxAC set them to late status and bill them. Statistics are low. No further word about screening the Sled Dog movie. Library staff are putting together Take and Make kits for all ages. Summer Reading participation was very low. Equipment ordered for outdoor wireless access point. Google was pulling an old library site in its search; it has been found and eliminated. Staff all viewed Customers without Masks training. C. L. & Debbie to attend ARSL virtual conference.

**MINUTES:** Diane Barlow made a motion to approve the June 4 minutes, Anne Wallace seconded, All in Favor. Marylin Israel made a motion to accept the minutes from August 28th with one correction, Carol Farley seconded. All were in favor.

**FINANCIAL REPORT:** Diane Barlow made a motion to approve the September Bill list in the amount of \$6949.04 and Anne Wallace seconded it. All approved.

**PERSONNEL:** N/A

**OLD BUSINESS:** Discussed adding another restroom. C. L. will contact some architects and ask about bids. The Board approved spending up to \$300 for the Halloween Rec event for treats. Update on masks; order not placed yet.

**NEW BUSINESS:** Diane Barlow gave a report on the NJLTA meeting which she attended on 9/12/2020. Pat Tumulty is retiring and NJLTA voted in new officers. Board discussed the need to bond the trustees and decided to continue to bond the treasurer. Board approved the director's request to attend the Virtual Bookmobile and Outreach Services conference. Board discussed the director's vacation time and asked that she take at least one week plus use all personal time before the end of the year.

**PUBLIC COMMENTS:** N/A

**EXECUTIVE SESSION:** Diane Barlow made a motion to go into executive session at 8:35 pm to discuss a personnel matter. Anne Wallace seconded and the motion passed. Marylin Israel made a motion to return to regular session at 8:43 pm; Diane Barlow seconded and all were in favor.

Carol Farley made a motion to approve resolution 2020-24 approving a layoff of staff members not eligible for the NJ Shared Work Program which consists of a 20% reduction in hours for Barbara Boucke and Barbara Karlowksi. Both staff members received Rice Notices, neither asked to have the discussion held in public session. Marylin Israel seconded and all were in favor.

**ADDITIONAL COMMENTS:** September meeting date set for Thursday, 10/15 at 7 pm.

Anne Wallace made a motion to end the regular session at 8:45 pm.; Diane Barlow seconded. The vote was unanimous.