

Spotswood Public Library
Board of Trustees Meeting

Thursday, May 16, 2024

Next Meeting: Thursday, June 13, 2024

PRESENT:, Kara Gilbert, Director, Michele Petosa, Recording Secretary, Carol Farley, Diane Barlow, Anne Wallace, and Graham Peabody. Absent: Christine Francisco, Mary Leaver, and Sue Zohovetz. Guest: Councilwoman Dawn Schwartz.

The meeting was called to order by Diane Barlow at 7:01 p.m. Ms. Barlow announced that the Open Public Meeting Act had been complied with and a quorum was present.

COMMITTEE REPORTS: Councilwoman Schwartz – Will collaborate with director for materials needed for financial reorganization, monthly reserve statements and time sheet access.

Friends of the Library: Anne Wallace – Dine to Donate at June 6, 2024 at Otilia's Café. Cookie sale continues through May. All profits will be given to the Friends. Profit from play and Dine to Donate pending. Wheaton Arts Museum pass available for 2 adults/2 children from April through December.

DIRECTOR'S REPORT AND STATISTICS: Kara Gilbert - Administrative needs still in process. LMxAC migrating to new ILS system. No new cataloging will occur during migration. Item check out only during this time. The new access service desk has been installed with the broken piece being installed on May 17, 2024. SOME Architects to present on building façade on June 13, 2023. Disbursement of mulch may be added to next contract. Summer programs being finalized. Staff titles and job duties being updated.

MINUTES: Diane Barlow made a motion to accept the April minutes. Graham Peabody seconded. The vote was accepted unanimously.

FINANCIAL REPORT: The April 2024 bills were reviewed. Anne Wallace a made a motion for resolution #2024-5 to pay \$39, 178.87 for the April bills (\$2924.95 operating expenses and \$36,253.72 from capital account for access service desk. Graham Peabody seconded. The vote was accepted unanimously. SMM was \$207.35 for the month of April; year-to-date was \$752.78

PERSONNEL: None

OLD BUSINESS: Reminder that for the Yoga Class that the library will be operational at 10:00 a.m.

NEW BUSINESS: Personnel committee to meet on financial reorganization.

IMPORTANT DATES: Next Board meetings June 13 and July 11, 2024. Anne Wallace made a motion to move the board meetings to the second Thursday of the month from June through December; Graham Peabody seconded. The vote was unanimously accepted.

ADDITIONAL COMMENTS: None

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None.

Carol Farley made a motion to end the regular session at 7:54 p.m.
Anne Wallace seconded. The vote was unanimous.

Respectfully submitted,

Michele Petosa
Recording Secretary