

Spotswood Public Library
Board of Trustees Meeting

Thursday, November 14, 2024

Next Meeting: Thursday, December 12, 2024

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

The meeting was called to order by Mary Leaver at 7:00 p.m. Ms. Leaver announced that the Open Public Meeting Act had been complied with and a quorum was present.

COMMITTEE REPORTS: Councilwoman Schwartz – Absent. No report.

Friends of the Library: The Friends are in flux.

DIRECTOR'S REPORT AND STATISTICS: Kara Gilbert – Director continues to work with borough CFO. Google Workspace access issue resolved. Mary Leaver will administer the trustee email account. The auditor has received requested files but has not responded to inquiries. Bids will be requested for new HVAC. Front door access issue still pending. Tree lighting will be attended. Weeding continues. LibraryIQ reporting tool through STELLA will help with collections.

MINUTES: Anne Wallace made a motion to accept the October minutes. Mary Leaver seconded. The vote was accepted unanimously.

FINANCIAL REPORT: The October 2024 bills were reviewed. Diane Barlow a made a motion for resolution #2024-12 to pay \$3,562.96 for the October bills. Christine Francisco seconded. The vote was accepted unanimously. SMM was \$136.59 for the month of October; year-to-date was \$2,287.79.

IMPORTANT DATES: Next Board meetings 12, 2024. Reminder, the library will be closed on December 31, 2024.

OLD BUSINESS: N/A

NEW BUSINESS:

- Diane Barlow made a motion to approve the 2025 holiday schedule. Anne Wallace Accepted. The vote was accepted unanimously.
- Diane Barlow made a motion to accept the new board meeting dates as discussed. Christine Francisco seconded. The vote was unanimously accepted.
- Diane Barlow made a motion to accept the annual increase for part time staff. Anne Wallace accepted. The vote was unanimously accepted.

EXECUTIVE SESSION: Diane Barlow made a motion to go into executive session at 7:38 p.m. Anne Wallace seconded. The vote was unanimously accepted. Anne Wallace made a motion to resume regular session at 7:55. Diane Barlow seconded. The vote was unanimously accepted.

NEW BUSINESS Con't:

- Diane Barlow made a motion to accept the annual increase for the director. Anne Wallace seconded. The vote was unanimously accepted.
- Diane Barlow made a motion to accept the 2025 working budget. Christine Francisco seconded. The vote was unanimously accepted.
- Updates to the bylaws were discussed. The final revised document will be addressed at the next meeting.

- Appreciation for the Friends and Staff was discussed.

ADDITIONAL COMMENTS: None

PUBLIC COMMENTS: None

Diane Barlow made a motion to end the regular session at 8.31 p.m.
Sue Zohovetz seconded. The vote was unanimously accepted.

Respectfully submitted,

Michele Petosa
Recording Secretary