Spotswood Public Library
Board of Trustees Meeting

Monday, January 27, 2025 **Next Meeting: Monday, February 24, 2025**

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

REORGANIZATION MEETING

The reorganization meeting was called to order by Mary Leaver at 7:02 p.m. Ms. Leaver announced that the Open Public Meeting Act had been complied with and a quorum was present.

The board introduced Linda Chay, Mayor's alternate, to the board. Mary Leaver administered the Oath of Office to Anne Wallace.

REORGANIZATION RESOLUTIONS:

- Anne Wallace made a motion for resolution #2025-01 to approve the elected offices for 2025. Carol Farley seconded.
- Diane Barlow made a motion for resolution #2025-02 to approve the newspapers for the official listing of legal notices for 2025. Linda Chay seconded.
- Diane Barlow made a motion for resolution for #2025-03 to approve BCB Bank as the official depository for the library for 2025. Mary Leaver seconded.
- Anne Wallace made a motion for resolution #2025-04 to approve Gerard Stankiewicz of Samuel Klein and Company as the auditor for 2025. Diane Barlow seconded.

All resolutions were unanimously accepted.

ANNUAL REPORT – The annual report was distributed to the board.

Diane Barlow made a motion to adjourn the reorganization meeting at 7:29. Carol Farley seconded. The vote was unanimously accepted.

REGULAR MEETING

The meeting was called to order by Mary Leaver at 7:29 p.m. Ms. Leaver announced that the Open Public Meeting Act had been complied with and a quorum was present.

COMMITTEE REPORTS: Councilwoman Schwartz – No report given.

Friends of the Library: Nothing to report.

DIRECTOR'S REPORT AND STATISTICS: Kara Gilbert let the borough CFO know the information needed for the annual State Aid package. The Annual Survey for the State Library has begun. QuickBooks online system to be setup. The strategic planning committee is meeting. Ms. Gilbert joined the STELLA strategic planning committee. Building security has been updated. HVAC quotes pending. Making an Instagram account has been an issue due to permissions. Winter programming going well with many programs scheduled. Teen Advisory Board to have its first meeting February 12, 2025. Storytime at Pixie Preschool to begin. The newly hired staff has started.

MINUTES: Diane Barlow made a motion to accept the December minutes. Anne Wallace seconded. The vote was accepted unanimously.

FINANCIAL REPORT: The 2024 budget is complete. Carol Farley reviewed the December 2024 and January 2025 bills. Diane Barlow a made a motion to pay $12,012.76 for the December and January bills. Carol Farley seconded. The vote was accepted unanimously. SMM was $182.88 for the month of December and year-to-date was $2,697.85.

IMPORTANT DATES: Next Board meetings February 24 and March 24, 2025.

OLD BUSINESS: The NJ Library Trustee Association fees will be paid. Trustee current terms to be determined.

NEW BUSINESS:

- Diane Barlow made a motion for resolution #2025-05 to accept the quote for Green Collar Lawn Service for 2025. Christine Francisco seconded. The vote was unanimously accepted.
- The board gives permission for a fencing sign if missing caps replaced

ADDITIONAL COMMENTS: None

PUBLIC COMMENTS: None

Diane Barlow made a motion to end the regular session at 8:16 p.m. Carol Farley seconded. The vote was unanimously accepted.

Respectfully submitted,

Michele Petosa
Recording Secretary