

MINUTES OF THE MEETING – May 8, 2013

**THE BOARD OF TRUSTEES OF THE  
LOUIS BAY 2ND LIBRARY**

1. President Linda Missonellie called the May 8, 2013 meeting to order at 5:00pm. The Sunshine notice was read.
2. ROLL CALL

The following trustees were present:

<i>Trustee</i>	<i>Present</i>	<i>Absent</i>	<i>Notes</i>
Sharon Abbood (3/2017)	X		
E. Vicki Arians (12/2014)	X		Arrived at 5:05 pm
Richard Goldberg, Mayor (n/a)	X		
Joseph Metzler (12/2016)	X		
Linda Missonellie, President (12/2013)	X		
Robert P. Mooney, Superintendent of Schools (n/a)	X		
Jean Mele (12/2017)	X		
Terry Segro (12/2017)	X		
Garry Sinning, Council Liaison (12/2012)	X		
Dr. Richard A. Spirito, Vice- President (12/2015)	X		Arrived at 5:15 pm
Kathie O’Dowd, Director(n/a)	X		

3. APPROVAL OF MINUTES
  - a. The April 10, 2013 minutes were approved 7-0 on a motion by J. Metzler, seconded by T. Segro.
  - b. The April 25, 2013 minutes were approved 5-0-2 on a motion by J. Metzler, seconded by Sharon Abbood.
4. COMMUNICATIONS
  - a. K. O’Dowd received a “Thank You” letter from AARP, a subpoena for employment records for a former employee and a follow-up letter from Boswell to contact them with future roof issues.
5. FINANCIAL REPORTS / BILL LIST – The financial reports were reviewed. The Bill list was approved 8-0 on a motion by R. Goldberg, seconded by R. Spirito.
6. DIRECTOR’S REPORT / COMMITTEE REPORTS

Buildings/Grounds –

- a. Bench Update: Committee and Director will decide location of bench
- b. IAQ-Indoor Air Quality - Jen Scully will by the Designated Compliance Officer for the Library and advise us of documentation the Library will be required to provide her going forward.
- c. Energy Audit- A full audit on Lighting, boiler and HVAC is scheduled so results can be included in renovation project.
- d. New Cleaning Service, Heits, will begin May 13, 2013.

- e. K. O'Dowd briefly discussed ongoing issues with wi-fi and a Technology Committee meeting will be scheduled for further discussion.

#### Finance/Budget

- a. K. O'Dowd submitted SWAT application on 5/1/13 and winners will be announced in a few weeks.

#### Technology

- a. The Library is implementing a Kindle lending program. Patrons can borrow one of three "kits" consisting of a Kindle Paperwhite, power cord, AC Adaptor, case and "help" card. Guidelines were reviewed and will be updated to include the addition of the patron's driver's license for lending.

Policies- No new policies

#### Community PR and Outreach

- a. MAC Meeting: Submitted paperwork for Hawthorne Heist events
- b. HCLF: Membership forms were mailed to last year's donors
- c. Friends: The outdoor electronic sign project has been transitioned to the Friends

Personnel- Not a lot of applications have been received for Temporary Circ Assistant position.

#### Circulation

- a) Monthly Circ was above from last April but YTD is down 1.9%, which is quite good considering new Polaris lending procedures and a decreased material budget.

#### 7. MONTHLY ROOM APPLICATIONS

- a. Kaplan Free Practice test session: Approval pending Kaplan pays rental fee for room. Passed 8-0 on a motion by J. Mele, seconded by B. Mooney.

#### 8. OLD BUSINESS – None

#### 9. NEW BUSINESS - None

#### 10. PUBLIC COMMENT

(1) Rayna from the Environmental Commission (Green Team) discussed the proposed Rain Garden. Design will be 10X10 and on the Jefferson side of the building. The Library will partner with the Green Team to cover labor and costs. J Metzler will see if Corridor Enhancement funds can be used. The DPW may be able to excavate to offset cost. Rayna and S. Abbood will look at possible plants for the garden. Proposed time frame is to install over summer and complete by Green fair in September.

(2) Lisa Arroyo opened discussion regarding:

- a. Nepotism Policy: The policy was clarified as it relates to protecting employee status if a family member is appointed to the Board.
- b. Friends' Annual Art show: Friends are responsible for publicity and the Library will post any promotional materials received from Friends

At 6:40 pm the Board went into Private Session to discuss personnel and negotiations on a 8-0 motion by J. Metzler, seconded by T. Segro.

11. PRIVATE SESSION

12. PERSONNEL - The meeting was reopened to the Public at 7:00pm. A motion was made by R. Goldberg, seconded by S. Abbood, to fill the Instructional Technology position with existing employee, Mauro Magarelli, MLS, MA at the rate of \$19.00/hr. Passed 7-0.

13. ADJOURNMENT – The meeting was adjourned at 7:07 pm on a 7-0 motion by R. Spirito seconded by J. Metzler.