

June 18, 2015

The Regular meeting of the Board of Trustees of the John F. Kennedy Memorial Library was called to order at 4:30pm.

Ms. Willms informed the Board that adequate notice of this meeting was forwarded to the newspapers and the Borough Clerk's office in compliance with the Open Meetings Law.

Attendance Roll Call

Present – Albro, DiBernardo, Mizdol, Shaw, Slomienksi.

Absent – Bobal, Tomko.

Minutes

Mrs. Shaw asked a question regarding \$11,500.00 being returned to the Borough. Mr. Tomko was in attendance at May's meeting and was aware of the request and provided an explanation to those present why the request was made. Mrs. Shaw asked that in the future the minutes should reflect the actual amount as well as clearly stating in the minutes that a full explanation had been given by Mr. Tomko, the Borough's liaison to the Library Board of Trustees. Ms. Willms assured the Trustees that she would comply by their request for future minutes.

A motion was made by Mrs. Mizdol, seconded by Mrs. DiBernardo to accept the minutes of the May 21, 2015 Board meeting.

Roll Call: All in favor – So ordered.

Public Portion

There being no one present from the public, the Public Portion was open and closed.

Budget Report

A question arose as to where the Library would place the retirement benefits expense in the budget. Ms. Willms assured Board Members she would speak with both the bookkeeper and accountant to determine where that line item would appear in future financial statements.

A motion was made by Mrs. Slomienski, seconded by Mrs. Mizdol to accept the financial statements.

Roll Call: Aye – Albro, DiBernardo, Mizdol, Shaw, Slomienski.

New Business

Director's Report

There was a question regarding the hiring of the custodian, Mr. Palmer, and when he would begin. Ms. Willms informed the Board the starting date was June 29, 2015 at 10 hours per week. A suggestion was made that Mr. Palmer be available for set-up, breakdown, and clean-up for all children's programs at the Library Annex/VFW. Ms. Willms will see to it that this will be part of the new custodian's duties.

Ms. Willms was asked if the TV cameras had been changed, which they had not as of the date of this meeting.

A motion was made by Mrs. Mizdol, seconded by Mrs. DiBernardo to accept the Director's Report.

Roll Call: All in favor – So ordered.

Bills

There being no discussion about the bills, a motion was made by Mrs. Slomienski, seconded by Mr. Albro to pay all bills presented.

Roll Call: Aye – Albro, DiBernardo, Mizdol, Shaw, Slomienski.

Old Business

Security System

Ms. Willms was asked about fire and security drills. The Library has not had one of them yet, but Ms. Willms will contact Mr. Ed Tanderas to determine the best procedure for the drills and then to start practicing them. Fire drill procedure and a map of the building are to be posted, however, lockdown/security drill procedures will not be.

2015 Salaries

Mrs. Shaw called for closed session at 5:15pm. Ms. Willms was invited back to the meeting at 5:35pm.

Ms. Willms was informed of specific actions to be implemented. Board members are concerned for the safety and security of not only library patrons, but the staff as well. Therefore Trustees feel it is important for all

staff to be aware if other staff are in or out of the building. Trustees want a sign-in sheet for all staff to sign upon entering the building, and sign-out when leaving the building.

The Board would like to see evaluations of staff members. It was decided to begin with self-evaluations. Ms. Willms is to present to the Board at next month's meeting some samples of self-evaluation forms that would include job descriptions and responsibilities.

There was also discussion regarding the hiring of a company to keep the library's website current instead of using a freelancer. Ms. Willms was asked to phone several neighboring libraries to inquire what they do. She is also to note when these calls are made and to include the information in the monthly Director's Report.

A discussion ensued regarding the taking of the minutes of the Board meetings. Should it be someone other than the director? Perhaps a staff member? And should a stipend be involved for the minute-taking? This will be discussed further at next month's meeting.

Painters

Upon looking at all the quotes, it was requested that Ms. Willms get a more detailed proposal from American Painting, similar to the other two, for next month's meeting. It is important to know what the responsibilities of the painting company are, and what staff need to do to prepare for the painting of the building. Trustees also want to know the brand of paint each company uses. The consensus seems to be that Benjamin Moore is the paint that should be used to paint the Library.

Other Business

It was noted that the BCCLS website still has the Saturday after Thanksgiving closed for our Library. Ms. Willms will email the individual at BCCLS who keeps the calendar updated.

Adjournment

The next Library Board meeting will be Thursday **July 16, 2015 at 4:30pm.**

On a motion by Mrs. Slomieski seconded by Mrs. Shaw, the meeting was adjourned at 6:00pm.

Roll call: All in favor – So ordered.