

Financials:

Ms. Breen motioned to accept the financials as submitted including the 2015 Voucher List, Overview Checks, Financial Report as of 10/31/15, and Statement of Financial Assets of 11/1/15, seconded by Mr. Altobello and carried unanimously by roll call vote.

Correspondence – None submitted

Director's Report –as submitted. Some highlights included:

- New website is progressing and will hopefully be rolled out by March 2016
- New meeting room is now open and there is a display of Bob Willie artwork to view
- Collection Audit for Circulation went well and showed which genres exceeded or met the budget as well as those that did not and the budget will reflect those findings
- Growing Through Conflict Webinar for staff was informative on how to deal with different personality types with co-workers as well as the public
- Safety Manual completed and a Staff Training day will be set for January 22, 2016
- Upcoming Friends Fundraiser includes Belford Brewery – 15% of the proceeds support library programs – next fundraiser scheduled is December 16, 2015 at Panera in Middletown
- Library was selected to host the Neighborhood Spotlight a program implemented by the Mayor for residents to come out and be able to meet with the various departments and Township officials
- Security System Camera is in desperate need of updating – will be looking into grants and other options to upgrade the system.
- 125 Ballasts of the library are currently out and the Director proposes a “go out for bid” as it will exceed the \$17,000 threshold (hoping to change to LEDs and reduce the cost of the electrical bill)

Committee Reports:

Personnel Committee & Finance Committee both met to discuss the Safety Manual and the budget.

The Board of Trustees unanimously accepted the First Reading of the 2016 Budget. Second Reading scheduled for December 16, 2015.

Mr. Altobello accepted the First Reading of the Safety Manual, seconded by Ms. Berson and carried unanimously. Second Reading scheduled for December 16, 2016. (Mr. Nelsen commented that Ms. Rinaldi did an impressive and thorough job)

First Reading of the By Law Amendment was moved by Mr. Vitkansas to remove the current revision (that the President cannot serve for more than a 3 year term) of Section 3, Article 5, seconded by Mr. Monaghan and carried with the following vote: In Favor: Siebert, Vitkansas, Altobello, Monaghan, Berson, Not In Favor: Nelsen, Abstention: Breen.

Third Reading of the Rule of Conduct Policy – highlighted and submitted with the provided editing from Mr. McOmber. Motioned by Mr. Altobello, Seconded by Mr. Monaghan and carried by roll call vote.

Revision to the Meeting Room Policy 1:03 submitted by Ms. Rinaldi to reflect the proper accommodations for each room the library offers to the public for use.

Mr. Nelsen moved **Resolution 2015-31** to close the library during the summer months of Memorial Day to Labor Day. Seconded by Ms. Berson and carried unanimously by roll call vote.

Resolution 2015-32 was made by Mr. Nelsen at the November 18, 2015 Board of Trustees meeting to enter into contract with Unique Management Collection Agency in an effort to collect fines and fees for lost items, items returned late and items damaged by library customers. Ms. Rinaldi explained that the process would include a letter sent from the library, as well as a notice through the Koha system (which is being developed), followed by the Unique Management Collection Agency after 30 days past due. Threshold would be for patrons who owe \$25.00 or more. Mr. Siebert commented that if this process alone discourages this type of behavior by patrons then the Board has served the community well. Seconded by Mr. Monaghan and carried unanimously by roll call vote.

Public Session: None.

Executive Session: None

For the Good of the Order

Mr. Nelsen said that he was pleased to see how well put together the preliminary budget was and that the Director is doing an excellent job. Ms. Breen seconded his sentiments. Mr. Altobello said he looked forward to working with everyone again in the upcoming year. Mr. Monaghan commended Mr. Siebert and Ms. LaTona for their efficiency in running the Board meetings.

At 7:37pm Ms. Breen motioned to adjourn, seconded by Ms. Berson and carried unanimously.

Respectfully Submitted,

Michael Vitkansas
Pro-Temp Board Secretary
November 18, 2015