

WASHINGTON PUBLIC LIBRARY
20 West Carlton Avenue
Washington, NJ 07882
(908) 689-0201

AGENDA: Reading of the Open Public Meeting Act

ROLL CALL: John Valentine, Scott McDonald, Ron Duryea, Jackie Nassry, Mayor David Higgins, Terrilisa Durham Bauknight, Jeanine Gleba

Also in attendance: Tracy Quamme and Usha Thampi-Lukose

A quorum was present

The regular monthly meeting of the Washington Public Library, Board of Trustees, was called to order by President TD Bauknight at 7:08PM

PUBLIC HEARING: A motion was made by Scott McDonald and seconded by John Valentine to approve the minutes from the January 22, 2018 regular monthly meeting.

All in favor (7 ayes)

COMMUNICATIONS: None

AUDIENCE: None

REPORTS:

1. Treasurer's Report

Last month's questions from the held-back December 2017 financial reports were answered by Tracy. The "Treasurer's Report" is generated straight from QuikBooks. "Split" is how it codes one deposit for multiple items.

As for the differences in income totals between the monthly Treasurer's Report versus the Monthly Financial Report is that the Monthly Financial Report is the actual amount for a particular month from the first to the last day, whereas, the Treasurer's report is a reflection of the monthly bank statement for the checking account and everything that was cleared by the bank at that time. The Treasurer's Report is needed by the auditors to keep track of the checking account.

Jeanine requested that on the Financial Report since is the actuals for the month that the checking account interest should also be included. Going forward Tracy will add this.

A motion was made by Mayor Higgins to approve both December and January financial reports. Seconded by Ron Duryea.

Roll Call: 7 ayes; 0 nays; 0 abstains

2. Director's Report

Jeanine asked when new website is anticipated and Usha said early Spring.

Mayor Higgins asked who is hosting our website NJ State Library or the NJ Library Association. Usha said that the NJ State Library is now hosting the website free of charge.

Motion by Mayor Higgins to accept the February 2018 Directors Report. Seconded by Scott McDonald. The motion was carried unanimously.

3. Committee Reports

- a. House Committee - None
- b. Policy Committee – None

UNFINISHED BUSINESS:

Status of unfinished business from January meeting:

1. Mayor Higgins said he spoke with Borough Manager, Matt Hall and CFO Natasha Turchan. Capitol funds are passed via a "spending bond ordinance"; in 2017 the ordinance was written for "Building Improvements" physical improvements to the building only. So the items that were in question from November don't fall under this. However, they are going to rewrite the spending ordinance for the remaining dollars and specifically list the items needed.

Going forward in 2018 the Capitol spending ordinance needs to be very specific for the needed purchases based on the library's 5-year capitol plan that was submitted to the Manager.

Ron asked what happens hypothetically if during the year you need an emergency building repair such as the heating system? Where does that money come from? In the past the library was stuck paying for it out of their regular budget.

Mayor Higgins explained that the town has emergency contingency funds that would be used to pay for the repair/emergency item. He stressed that the town owns the building and is their responsibility. They will pay for emergency items. It is NOT the library's responsibility. Going forward it would not come out of the library's budget.

2. Since the last meeting the changing table and book drop have been installed. **The only remaining item to be installed by town is the water fountain with filling station. Mayor Higgins will follow-up with Borough Manager Matt Hall.**
3. Viking Pest Control – Tracy spoke with Borough Manager Matt Hall and it was explained that the library contract was cancelled and that we are now merged with the town; however, he said that pest control would be provided on an as needed basis. Board of Trustees expressed concerns with this. Mayor Higgins also questioned why it wasn't "preventative" maintenance. **Mayor Higgins will follow-up further with Manager.**

Status of January New Business:

1. Colibri Book Covering System. Superintendent Jackie Nassry sent follow-up emails to the Board of Trustees with attachments showing that it was an agreed purchase between library and School board and the bill was split/paid 50-50. Each can use/borrow the machine as needed. It is owned by both parties. Library employees will not need to cover books for the school or others.
2. Jeanine had inquired on the status of scheduling a meeting with the NJ State Library. Since then Terrilisa and Usha both said they have tried calling and emailing them but haven't a response. Usha explained that the State Library has had a few issues lately with interlibrary loans and might explain the delay in getting response.
3. Jeanine had inquired about receiving a digital copy of the Borough's staff employee policies so Library Policy Committee can begin work on employee policies. Terrilisa has requested this from Borough Manager a couple of times. **Mayor Higgins will ask Matt to send us a copy.**

NEW BUSINESS (February):

1. John said that the Friends for the Library is still searching for a Treasurer. Without a treasurer they are unable to start fundraising for the library. He is requesting that everyone on the Board of Trustees put out the word to find a treasurer. Having some sort of financial/accounting experience is strongly preferred. It is just a 2 year volunteer opportunity.
2. Technically "old business". Drainage issue: Over a year ago a request was put in with the Borough Manager to repair the knee wall on the east end of the building. Ron met with Manager Matt Hall and the DPW Supervisor at the time. They assessed the problem and agreed on a solution for a French drain that would go out to the street basin. Nothing

has been done. Tonight Ron showed the Mayor the problem. **Mayor Higgins will follow-up with Manager Matt Hall.**

3. Jeanine asked the Mayor when is the Budget Workshop meeting so that Library Representatives can be in attendance. The Mayor said that actually the budget was already introduced at the last Council Meeting. They have changed the budget process and are no longer having Department Heads present in front of Council. He said that the Manager was meeting individually with Department Heads. Usha said that she did not have a meeting with the Manager other than he received all of the library information and he said that it looked good. Nothing else was discussed.

Jeanine asked if the library budget that was introduced included the 4 extra hours to have the library open on Fridays and if the town was going to be assuming the utility bills? The Mayor said that he did not know and he did not have any of the numbers off the top of his head. He asked how much had the Library requested and Usha said over \$230,000. The Mayor believes it is not that high but he didn't have the numbers. Jeanine asked if the Mayor could find out the library budget and get answers to our questions. Scott suggested Usha contact the Borough Manager directly.

There being no further business, a motion was made by Mayor Higgins seconded by Scott McDonald. The motion was carried. Meeting was adjourned at 8:07PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, March 26, 2018 at 7:00PM.

Respectfully submitted,
Jeanine Gleba
Secretary