

Minutes of the Regular Monthly
Library Board of Trustees
May 21, 2018

AGENDA: Reading of the Open Public Meeting Act

ROLL CALL: John Valentine, Scott McDonald, Ron Duryea, Terrilisa Durham Bauknight, Jeanine Gleba, Rosemarie Rosati - A quorum was present

Absent: Jacqueline Nassry; Mayor David Higgins

Also in attendance: Usha Thampi-Lukose; WA Boro Manager Matthew Hall

The regular monthly meeting of the Washington Public Library, Board of Trustees, was called to order by President TD Bauknight at 6:56PM due to time constraints.

Due to Manager needing to attend a special council meeting we moved out of order of agenda to address Manager's incident report. Manager recommended that 1) the Board conduct an internal review of policies and procedures to avoid similar future incidences; 2) Take steps to ensure new employee training includes what to do/steps to take when there is an incident at the library and 3) Review and address any issues with the infrastructure of the library computer network systems.

PUBLIC HEARING: A motion was made by Scott McDonald and seconded by John Valentine to approve the minutes from the April 23, 2018 regular monthly meeting.

Amendments - none

All in favor 4 ayes

Abstain – 2 (Jeanine Gleba; President TD Bauknight)

COMMUNICATIONS: Manager's Incident Report dated 5/17/18; Action Plan due to Council no later than 6/30

AUDIENCE: none

REPORTS:

1. Treasurer's Report

Discussion – none

A motion was made by Scott McDonald to approve the April financial reports. Seconded by Jeanine Gleba.

Roll Call: 6 ayes; 0 nays; 0 abstains

2. Director's Report

Discussion - Women's Club doing a fundraiser for the library at Dairy Queen. 10% of purchases will go to library on June 13th. Ex-Library Director Barbara Rose was instrumental in making this happen. The Board is grateful for her continued support of the library.

Friends of the Library now has a treasurer and a President, so there is a full board.

New website will go LIVE on May 22, 2018!!!

Motion by Jeanine Gleba to accept the May 2018 Directors Report. Seconded by Scott McDonald. The motion was carried unanimously all in favor.

3. Committee Reports

- a. House Committee – from Ron Duryea – Thanks to Scott they cleared out the shed and put out for bulk garbage p/u. Now we have extra room to store some items out there. Manager had to put old Dewey decimal file out to bid. Received new light bulbs. 2 spares remain after replacing entrance lights. Building also requires 6 High voltage sodium bulbs (\$13 a piece locally) on the exterior and currently 5 of these are out (70 watts each and on a timer). Can get clear bulbs for \$9 on Amazon. Looking into getting tax-exempt. Need to verify they are not too bright in accordance with zoning regulations. Suggest getting 6 new on Amazon. Ron also suggested it might be more efficient to replace with LED fixtures. Scott suggested Usha look into getting a library grant for new lighting fixtures.

b. Policy Committee (To meet as needed) –
Committee will meet on Thursday 5/31 to work on Action Plan for manager and council and start to create the following new policies in order of priority: 1) animal/therapy dog policy; 2) compile and develop a formal personnel policy based on existing library employee policies and Boro policies; 3) meeting room policy; 4) library bill of rights (and since meeting Usha has also requested a policy for “collection development”).

* Since the meeting on 5/21, the Manager has forwarded the current Boro Personnel Policy to all Board Members.

UNFINISHED BUSINESS: Status of unfinished business from March/April meetings:

1. Capital Funding wording for ordinance still being worked on by Mayor Higgins and Mr. Hall – John asked Manager about this when he was in attendance; manager had no response.
2. CoLibiri Cover Machine – Didn't receive a “counter” response from the Board of Education. Will send 2nd letter requesting we negotiate a fair price for them to buy us out or the only other option is to put it up for auction and we will split the proceeds. (Request a response back by June 4th.)
3. Fire and Police Safety Drills and “You are Here” Maps must be scheduled and completed; would like active shooter drills (Lt. busy at this time); Scott will see if we can get video from Risk Manager to help with this; Jeanine suggested they contact the Fire Department to help conduct fire drills and she suggest that Usha ask the Tech school to do maps when they do the layout. Drafting or law and public safety class could have plaques made with exit routes. If not this year, complete as a fall semester project.
4. Still working on Passport Services

5. Library's Open Access to Board of Trustees Meetings. Note now on door and chairs in the back of the room for public. **(CLOSED)**
6. Washington Library being open to Party Packages. Waiting for Mr. Hall to provide answer from Risk Manager.
7. Regarding the Mayoral appointment of the Manager to the Library Board – still waiting for final decision based upon Manager's investigation into the concerns of the Board as a result of Attorney General decision dated December 27, 2005. Re: 05-0079 – Whether Who is Mayor's designee? Deputy Mayor or Manager? Discussion was held over Attorney General decision dated December 27, 2005. Re: 05-0079 – Whether the Mayor of a Municipality May Appoint Council Persons or Municipal Employees to the Municipal Library Board. The decision made in this case was "the public employees of a municipality may not serve as citizen members of the library board of trustees for the municipality due to incompatibility of offices.

In the meantime, the Board of Trustees requests that the Mayor share who his designee will be – Deputy Mayor or Manager?

NEW BUSINESS (May):

1. John Valentine – Spoke to PNC bank (Teresa); library needs to create its own investment portfolio; we currently have CDs and savings account that were donations given to the library and they are discretionary to use (except for Emma Campbell Groves trust fund). Would get better return if invested more; PNC recommends a company they work with; John suggests taking \$15,000 to invest to start building a larger trust. Asking Board to consider this. PNC will come speak to us. Rosemarie asked to see prospectus etc. President TD Bauknight will check with auditor to see if this can be done. Board agreed to have John invite PNC bank to present.
2. 150th Anniversary plans are underway. Christine will work with Jeanine.
3. Father's Day weekend Juneteenth. 6/16 10:00am
4. Need two additional panic buttons to burger alarm system. One-time expense. \$245 no tax. Scott made motion to approve. Ron seconded. Roll Call: 6 ayes; 0 nays; 0 abstains
5. Per the auditor need to approve the 2018 Library Budget Appropriations that was approved from Council; Scott McDonald made motion to approve council budget; Ron Duryea seconded. Roll call: 5 ayes; 1 nays (Jeanine); 0 abstains
6. Per auditor need to approve 2018 in-house proposed budget Scott McDonald made motion and 2nd by John Valentine Roll Call: 6 ayes; 0 nays; 0 abstains
7. Review of Manager Incident Report – Scott will draft response to Manager and Council

There being no further business, a motion was made by Scott McDonald seconded by Rosemarie. The motion was carried. Meeting was adjourned at 9:17PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, June 25, 2018 at 7:00PM.

Respectfully submitted,
Jeanine Gleba
Secretary