

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly
Library Board of Trustees
July 23, 2018

AGENDA: Reading of the Open Public Meeting Act

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

Absent: Terrilisa Durham Bauknight, Jacqueline Nassry, and Mayor David Higgins

Also in attendance: Usha Thampi-Lukose

The regular monthly meeting of the Washington Public Library, Board of Trustees was called to order by Vice President Scott McDonald at 7:03PM.

PUBLIC HEARING: A motion was made by Jeanine Gleba and seconded by John Valentine to approve the minutes with amendments from the June 18, 2018 regular monthly meeting.

Amendments - add Board member names for 1st executive session

All in favor 3 ayes

Abstain – Rosemarie Rosati, Ron Duryea

COMMUNICATIONS:

Letter from T. Cascone – Motion to receive and file by John Valentine; second by Scott McDonald

Discussion on the closing of the county library in Franklin and discussed whether to approve or deny his request. John Valentine had additional questions. After discussion agreed that John will not contact Tyler and or approach the Twp. Committee on this subject. Instead a letter will be sent by the Board Secretary explaining that he is welcome to use the library facility for his studies, but he can't remove materials. In addition will state Board recommendation to encourage agreement between the library and township for their residents who no longer have close access to a library.

All in favor (5 ayes)

AUDIENCE:

Scott opened up audience portion. Seeing none closed audience portion.

REPORTS:

1. Treasurer's Report

Jeanine Gleba made motion to approve the June financial reports and accept Treasurer's report; Scott McDonald made second.

Discussion – none

Roll Call: John Valentine, Scott McDonald, Jeanine Gleba, Ron Duryea, Rosemarie Rosati - All in favor 5 ayes; 0 nays; 0 abstains

2. Director's Report

Discussion on firewall software and computer issues. In process of being rectified and Boro Council changed resolution to authorize purchase; PO has been issued; purchase made and Jeremy has started installation. John will confirm that check issued for payment.

A motion was made by Jeanine Gleba to accept the July Director's report. John Valentine made the seconded. The motion was carried unanimously all in favor.

3. Committee Reports

- a. House Committee – no reports
- b. Policy Committee

Going into old business to formalize appointment of attorney since not originally on the June agenda. Scott McDonald made motion to appoint Damiano M. Fracasso as library attorney for 2018 with no expenditures at this time and all work must be approved by a simple majority of the Board seconded by John Valentine Board will give a not to exceed amount on work as needed

Scott will tell him he was appointed and ask attorney what is best way to officially notify him of appointment.

Roll call: John Valentine, Scott McDonald, Ron Duryea, Jeanine Gleba, Rosemarie Rosati All in favor 5 ayes; 0 nays; 0 abstains

Back to agenda and policy committee report:

Roll call to approve Code of Conduct and Incident Report policies made by Scott McDonald; second by Jeanine Gleba The motion was carried unanimously all in favor.

Discussion – Scott made motion to have Usha forward the Internet and service animal policies for review with a not to exceed amount of \$500; second by John Valentine

Roll call: John Valentine, Rosemarie Rosati, Ron Duryea, Scott McDonald, Jeanine Gleba All in favor 5 ayes; 0 nays; 0 abstains

OLD BUSINESS:

1. Capital Funding Ordinance – was approved by Council
2. CoLibiri Cover Machine – tabled till next meeting
3. Library attorney appointment – approved earlier in meeting
4. Charter Request update – nothing has come back from OPRA

request to the best of our knowledge; John spoke with Manager Matt Hall; he recommended we become familiar with NJ State Statute 40 chapter 54 (details every aspect of how libraries are run); will review again next meeting it might turn out that given how long ago the library was established that there are no records and we might not have ever had a charter;

NEW BUSINESS: 1. Personnel matters – tabled till next meeting
2. Board goals and vision – tabled till next meeting
3. Friends of the Library Update – Next meeting July 30th meeting
to discuss potential fundraisers including a Tricky Tray; researching shredding event fundraiser; accessories sale (purchase costume jewelry, scarves, and purses); they desperately need volunteers. They might have a table at the Saturday Farmer's Market; John also inquired about recruiting for volunteers at the library. Scott suggested he work with Director on this.

Jeanine Gleba will not be in attendance at next meeting.

John recommends per bank for the Friends of the Library Secretary that the Library Board Secretary sign the minutes; Ron doesn't think it is necessary to sign every month; just sign as needed

Scott came to NARCAN training presentation at the library; very informative; staff very appreciative to have Board member attend; Scott encourages all Board members to attend programs;

EXECUTIVE SESSION (as needed):

ADJOURNMENT: There being no further business, a motion was made by Ron Duryea seconded by John Valentine to adjourn. The motion was carried. Meeting was adjourned at 8:17PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, August 27, 2018 at 7:00PM.

Respectfully submitted,
Jeanine Gleba
Secretary