

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
March 25, 2019

AGENDA: Reading of the Open Public Meeting Act.

ROLL CALL: Scott McDonald, Jeanine Gleba, Ron Duryea, John Valentine, Rosemarie Rosati, Jacqueline Nassry, and Mayor David Higgins - A quorum was present

Absent: Scott McDonald and Ron Duryea.

Also in attendance: Usha Thampi-Lukose; Library Director

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

PUBLIC HEARING: A motion was made by John Valentine and seconded by Jeanine Gleba to approve the minutes of the regular meeting of the Washington Public Library Board of Trustees and the Executive Session held on February 25, 2019.

In favor: 3 ayes. Jacqueline Nassry and Rosemarie Rosati abstained.

COMMUNICATIONS: none

AUDIENCE:

Vice President Jeanine Gleba opened up audience portion. Seeing no one, Mayor David Higgins made motion to close the audience portion; John Valentine made the second. All in favor (5 ayes).

REPORTS:

1. President's Report

On behalf of President Scott McDonald, Vice President Jeanine Gleba reported that a special executive session meeting would be held on April 8th at 7pm. Rice notice was given.

2. Director's Report March 25th

Review of the report and confirmation that the door lock had been repaired. Jeanine Gleba made the motion to accept the March report and Mayor Higgins seconded. All in favor with 5 ayes for approval

3. Treasurer's Report

Jeanine Gleba made the motion and Mayor Higgins seconded the motion to approve the March financial reports and accept the Treasurer's report.

Discussion – none

Roll Call: John Valentine, Jeanine Gleba, Rosemarie Rosati, Jacqueline Nassry, and Mayor David Higgins

All in favor 5 ayes; 0 nays; 0 abstains

3. Committee Reports

- a. House Committee – No further discussion.
- b. Policy Committee – Internet Policy tabled for approval at April meeting.

OLD BUSINESS:

1. Approval of Secretary (Rosemarie Rosati) nomination carried over from last meeting.

Rosemarie accepted position.

2. Committee member sign-ups for 2019

Building and Grounds (Housing): Need to confirm that Ron Duryea will remain the Chairperson and Scott McDonald a member of this committee.

Policy and Procedures: Jeanine Gleba agreed to remain as Chairperson. Need to confirm that Scott McDonald will remain as a member of this committee.

Budget and Finance: Rosemarie Rosati agreed to chair this committee and John Valentine agreed to be a member.

Personnel: Need to confirm that Scott McDonald will remain as Chairperson. Jeanine Gleba and Rosemarie Rosati agreed to join as members.

Friends of the Library: John Valentine agreed to remain as the Liaison for this group.

Jeanne Gleba made the suggestion that the Volunteer committee and the Fundraising Committees be eliminated given that the Friends of the Library fulfills these functions; however, she further recommended that the Board members rotate their participation in all special activities. All present agreed with these recommendations.

3. Library Staff Job Descriptions – Tabled until Scott obtains from Terrilissa. Will be included in April's packet.
4. Executive Board position descriptions.

Jeanine distributed a description of the duties of the Secretary. Discussion with some additions recommended. John Valentine made the motion for approval of the description with additions. Mayor Higgins seconded.

5 Ayes for approval.

All other Chairpersons and Liaisons need to submit descriptions of the duties of the respective Chairperson positions.

NEW BUSINESS:

1. Friends of the Library Update

The Friends of the Library Tricky Tray will be held on June 2nd at 12 Noon. Per Board Liaison John Valentine the group has been receiving many donations for the Tricky Tray event. Since the Friends of the Library do not currently have any funds, John made request on their behalf to borrow \$1,000.00 to purchase three large items for auction. Jeanine made the counter suggestion to loan \$300 to purchase one large item. Decision made to table for further discussion unit the April meeting.

John also explained that they are setting up an area in the Library for patrons to indicate their interest in volunteering.

2. 2018 Audit

The Director will secure at least one additional bid from an another auditing firm.

3. Budget

Suggestions made that there is the need to add a budget line for audit expenses and a discrete line for building maintenance.

Additionally, all Board members should be given break out of all personnel and their salaries.

Mayor Higgins reported that Council has approved the Library budget at the minimum requirement of 1/3 mil. Library now needs to reappear before the Council to follow up in April in order to better explain expenses and consequences of not fully funding those expenses.

EXECUTIVE SESSION (as needed): Not needed at this meeting.

ADJOURNMENT: There being no further business, a motion was made by Mayor Higgins and seconded by John Valentine to adjourn. The motion was carried. Meeting was adjourned at 8:05 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, April 22, 2019 at 7:00PM.

Respectfully submitted,
Rosemarie Rosati
Secretary