

WASHINGTON PUBLIC LIBRARY
Minutes of the Special Meeting
Library Board of Trustees
April 22, 2019

AGENDA: Reading of the Open Public Meeting Act by President Scott McDonald

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

Absent: Rosemarie Rosati, Jacqueline Nassry, Mayor David Higgins
Also in attendance: Usha Thampi-Lukose; Library Director
Tracy Quamme; Accounts Clerk

The Regular meeting of the Washington Public Library, Board of Trustees was called to order by President McDonald at 7:04PM.

PUBLIC HEARING: Approval of the minutes for the Regular Monthly Meeting held on March 25, 2019 and the approval of the minutes for Special Meeting Executive Session and Regular Meeting Minutes held on April 8, 2019.

Discussion: John Valentine question – Special meeting minutes; during the course of the meeting the Mayor stated that “the library employees are not Boro employees. They are library employees.” and I’d like that memorialized in the minutes so that we have a point of reference in the future. John Valentine made a motion to accept the minutes as amended Ron Duryea made the second.

All in favor of the April Special meeting minutes 4 ayes; 0 nays, 0 abstains)

All in favor of the April Special meeting Executive Session minutes 4 ayes; 0 nays, 0 abstains)

All in favor of the March Regular meeting minutes 4 ayes; 0 nays, 1 abstain (Scott McDonald)

COMMUNICATIONS: (none)

AUDIENCE:

Hearing none Jeanine Gleba made a motion to close public portion of the audience and John Valentine made the 2nd. No discussion. All in favor 4 ayes; 0 nays; 0 abstains

REPORTS: 1. President’s Report

Jeanine Gleba made a motion to receive and file the President's report. Ron Duryea made 2nd.

No discussion. All in favor 4 ayes; ; 0 nays; 0 abstains

Per the President this report has been sent to the town clerk Laurie Barton and requested that it be in Council packet for next meeting.

2. Treasurer's Report

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

Discussion – none

Roll Call: John Valentine, Jeanine Gleba, Ron Duryea, and Scott McDonald

All in favor 4 ayes; 0 nays; 0 abstains

3. Director's Report

A motion was made by Scott McDonald to accept the April Director report Ron Duryea made the second.

Ron: When there is an issue with the building what does Director do? Per the Director she informs the Manager and in this case Ron.

Per the President Scott McDonald he reiterated that any issue with the building or maintenance like plumbing is the responsibility of Boro as they own the building and grounds. Ron's responsibility is a temporary fix such as turn off the water if a leak.

No more discussion the motion was carried unanimously all in favor.

4. Committee Reports

a. House Committee

Per Ron he just turned off the boiler.

b. Policy Committee – Approval of: Internet Policy and PrimePoint Timesheet Policy

John Valentine, Library Director Usha Thampi-Lukose and Tracy Quamme worked on PrimePoint policy. They included Jeanine's suggested changes.

Usha doesn't recommend moving to hand system for financial saving reasons and logging into computer is the same as swiping. Each employee has their own log in and password.

Ron recommends when you do have to change an employee's time print it out and put it in writing. Per Usha there is a place in Primepoint to add comments and this is how she currently stores the changes and then Barbara in town hall also can see them this way.

Jeanine Gleba made motion to approve Primepoint policy Scott made the 2nd.

Jeanine recommended that they add a signature line/page showing that each employee has read and understood the policy and that this new policy be presented at the next staff meeting. Tracy will add the signature line/page.

Usha was directed to inform executive board when the next staff meeting is and someone will also attend this meeting.

All in favor 4 ayes; 0 nays; 0 abstains

John Valentine made motion to approve Internet policy Ron Duryea made the 2nd.

Internet policy discussion

Tracy question – how can we get our patrons to know and understand the policy. Per Jeanine it will be on our website under policies. The Policy Committee also recommends that we implement something new: that when a person uses our computer as they log in they should receive a pop-up to read the policy and click ok before they can proceed. All present agreed with this. Ron directed the Director to speak with our IT consultant about the best way to implement this.

John Valentine acknowledged all of the hard work that the policy committee did on this including the ex-President and attorney.

All in favor 4 ayes; 0 nays; 0 abstains

Ron requested that both of these new policies be also given with the President report for the next Council meeting. Scott will share these with Laurie Barton

Update on Employee Handbook: Policy committee met last week and moving along.

OLD BUSINESS:

1. Finalize committee member sign-ups for 2019

Ron will be floater on any committee where ever needed. Scott will be the Chair of the personnel committee and continue on the policy committee.

2. Library Staff Job Descriptions – tabled till next meeting

3. Executive Board position descriptions for President,

Vice President and Treasurer – tabled till next meeting

NEW BUSINESS: 1. Friends of the Library Update

Per liaison John Valentine the Tricky Tray plans are really moving along great. The two women running it are amazing. Getting lots of donations

2. 2018 Audit – discussion on professional; Director provided more proposal quotes. The Director recommends we use the prior auditor who performed duty for us. Scott mentioned that they were also the town auditor at one point. Tracy expressed that she liked working with them also. There quote was also the least expensive.

John Valentine made motion to appoint the firm of Nisivoccih LLP as our auditor for the 2018 year. Jeanine Gleba made the second.

Roll Call: John Valentine, Jeanine Gleba, Ron Duryea, and Scott McDonald

All in favor 4 ayes; 0 nays; 0 abstains

Other new business:

- 1) Per President Scott McDonald since we don't know the status of our budget etc. he wants to implement a hiring freeze until further notice.

Scott made motion. Jeanine made second.

There are currently 7 employees including the director.

Ramifications were discussed.

Discussed potential budget cut.

July will be employee increase to \$10 due to Governor minimum wage law implementation.

All in favor of temporary hiring freeze 4 ayes; 0 nays; 0 abstains

- 2) John went to PNC Bank. Banker mentioned transferring one of the CDs like Emma Groves into a money market account it would yield

Scott mentioned that the Emma Groves account is restricted and can't be touched. Remaining family members are out of state.

John said the savings account could also be use.

Scott was down at PNC bank also and a gentleman (John) said he would come speak to the Board about how we could earn more interest and discuss money markets, CDs etc.

John also suggested Pimco investment portfolio as a potential way to invest money.

Scott will invite John from PNC to next meeting.

- 3) Jeanine recommended due to the uncertainty of budget and potential dramatic cut in funding that the staff put a freeze on spending for things like adult programming that cost money. Nothing new should be added. Summer Reading is the only upcoming one that we need to keep. All agreed.

Per Ron he directed the Director to document the ones that we had to curtail due to budget restraints.

EXECUTIVE SESSION (as needed):

ADJOURNMENT: Seeing no further business Ron Duryea made a motion to adjourn; John Valentine made 2nd; the Regular Meeting ended at 8:08PM.

All in favor 4 ayes; 0 nays; 0 abstains

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, May 20, 2019 at 7:00PM.

Respectfully submitted,
Jeanine Gleba
Acting Secretary