

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
May 20, 2019

AGENDA: Reading of the Open Public Meeting Act

ROLL CALL: Scott McDonald, Jeanine Gleba, Jacqueline Nassry, John Valentine, Rosemarie Rosati, and Deputy Mayor Ethel Conry representing Mayor David Higgins - A quorum was present

Absent: 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 President Scott McDonald at 7:00 PM.

PUBLIC HEARING: A motion was made by John Valentine and seconded by Scott McDonald to approve the minutes of the regular meeting of the Washington Public Library Board of Trustees held on April 22, 2019.

All in favor 3 ayes; Jacqueline Nassry, Rosemarie Rosati and Ethel Conry abstained.

COMMUNICATIONS: none

AUDIENCE:

President Scott McDonald opened up audience portion. Seeing no one, Scott asked for a motion to close this portion of the meeting. Jeanine Gleba made the motion to close the audience portion; John Valentine made the second. The motion passed with all in favor (6 ayes).

REPORTS:

1. President's Report

Scott McDonald explained that the Library is considered a governmental entity and thus not entitled to free education at Warren County Community College for staff and Board Members. Scott found an online educational document that addresses core knowledge for Board Trustees that he will forward. Jeanine Gleba and he feel that it would be a good document for new and existing members.

Discussion regarding a request from program provider that he be reimbursed for bank fee he incurred because he wrote a check assuming that his payment from the Library would be given to him at the time of his program. The provider did admit to not picking up the library check when it was first available. Because he did not pick his reimbursement check up on a timely basis, he incurred a fee for a bounced check. Board members agreed that we should not reimburse for this penalty since he wrote the check before he received payment.

Scott McDonald was in contact with the Borough Manager about the deteriorating condition of bricks in the back of the Library. He informed the manager that years ago a professional engineer had recommended that this exterior area be regraded. The manager indicated that would not be done but that some drainage would be added to address the issue. Since no timeline was given, staff and Board Trustees should keep a watch on the area and immediately report any further damage to the Borough Manager.

Scott McDonald stated that he will submit the President's Report to the Washington Borough Council.

Jeanine Gleba made a motion to approve the President's Report. John Valentine made the second.

No discussion. All in favor 6 ayes; 0 nays; 0 abstentions

2. Treasurer's Report

John Valentine reported that our interest income has improved with the change in investment strategy.

Rosemarie Rosati made the motion to approve the April financial reports and accept the Treasurer's report; Scott Mc Donald seconded the motion.

Discussion – none

Roll Call: Scott McDonald, John Valentine, Jeanine Gleba, Rosemarie Rosati, Jacqueline Nassry, and Deputy Mayor Conry representing Mayor David Higgins

All in favor 6 ayes; 0 nays; 0 abstentions

2. Director's Report

A motion was made by Jeanine Gleba to accept the May Director's report; Scott McDonald seconded the motion.

No discussion, the motion was carried unanimously with all in favor (6 ayes).

3. Committee Reports

a. House Committee – No report.

b. Policy Committee -

Jeanine Gleba reported that the committee is still working on Trustee and Employee handbooks.

OLD BUSINESS:

1. Friends of the Library Update

Per Board Liaison John Valentine, the tricky tray event is happening soon: June 2nd at 12 Noon in Easton, PA. The event will have 2 raffle drawings, with the first raffle drawing at 2pm. The Tricky Tray has received over \$1100 in donations, and the Friends of the Library members have secured great prizes. John has been visiting the library to talk to patrons, and he believes that he now has sufficient volunteers for the event. Jeanine Gleba suggested that he have clear role descriptions of the Executive positions for volunteers to eventually consider. She also recommended that as many of the Board of Trustee members attend the FOL Tricky Tray.

NEW BUSINESS:

1. Josh Melchor and colleague from Merrill Lynch Wealth Management-

Discussion that the Board of Trustees would want most of the library's discretionary money (that does not include the funding from the borough) to be in a conservative fund that is liquid. Merrill Lynch representatives recommended their preferred money market fund. They further suggested that the investments be diversified, and Scott McDonald stated that he agreed that a smaller sum could be invested in a longer term fund with higher interest rates that was still low risk.

There was further discussion about the additional benefits of having discretionary monies well invested, including the idea that we would be better positioned to approach potential donors since they would want to see the library wisely investing money to meet its future needs.

Merrill Lynch advisors committed to submitting investment portfolios based on our needs and requirements by the next Board meeting.

2. AUP (Acceptable User Policy with regard to Internet Policy)

The policy approved at the April meeting has been posted on the website. Library IT can create a pop up which would have a link to the policy and would require patrons to click each time, prior to being able to access the internet on Library computers, that they acknowledge that they have read and agree to follow the policy.

3. Other policies for approval or to be amended

Library Display Policy- review of policy and discussion.

Jeanine Gleba made the motion and RR seconded the approval of this policy update. Motion passed with all in favor (6 ayes).

Guidelines for Use of the Historical Collections- review of policy.

Jeanine Gleba made the motion and John Valentine seconded the approval of this policy.

Approved with all in favor (6 ayes).

Video Game Lending Policy- review and discussion.

Scott McDonald moved Jeanine Gleba seconded approval.
All in favor.

Note: This vote was later cancelled based on the suggestion by Rosemarie Rosati, during the review of the *DVD Lending Policy* and the *Audiobook Lending Policy*, that all three policies be combined into one comprehensive policy.

Scott McDonald made the motion to cancel the prior vote and Jeanine Gleba seconded that motion.

All in favor with 6 ayes.

The revised policy combining all three aforementioned policies will be reviewed at the June meeting.

Reserve Policy

Scooter, Rollerblade, Skates, Skateboards and Bicycles Policy

Telephone Use Rules

Jeanine Gleba made the suggestion that these policies again be separated to be printed as separate policies rather than being presented consecutively on the same pages.

Vote tabled to next meeting in June.

General Circulation Policy- Jeanine Gleba made the suggestion that the time limit for borrowing new books be amended from one week to two weeks. Suggestion also made that the renewal limit could then be reduced to one time.

Vote tabled to next meeting so that changes could be made.

Interlibrary Loan Policies-review and discussion. Discussion and suggestions to amend the policy regarding overdue items and fines.

Jeanine Gleba made the motion and JV seconded the approval with amendments.
All in favor with 6 ayes.

Laptop Computer Public Use Policy – Scott McDonald recommended that the full name of the library be inserted in place of all references to just “library.”

Scott McDonald made the motion and John Valentine seconded approval with the amendments.

All in favor with 6 ayes.

Business Center Policy for Public Use (and Patron Use) - review

John Valentine moved Scott McDonald seconded.

Motion approved with all in favor (6 ayes).

Performance/Presentation Rules and Contract - review and discussion with suggestions for word clarification and repetition of some information.

Scott McDonald moved JG seconded approval with the amendments.

All in favor with 6 ayes.

Budget:

Jeanine Gleba reported that she attended the Washington Borough Council Meeting to advocate that the full budget request for the library be funded, but the Council did not approve any additional funds. Jeanine explained the need for additional funding to at least cover the building utilities. The Borough Manager stated the Library will need to work within the allotted funds and that the utilities should be taken from the 1/3 mil. Jeanine asked why this year Council was not providing the additional necessary funds, and the Mayor stated that when the library budget was presented and defended at an earlier Council meeting, the salary numbers did not add up. Natasha Turchan, CFO, tried to further justify why no further funding was needed by stating that the extra money previously given to the library was for the maintenance of the building and that is now covered by DPW.

Councilwoman Josephine Noone did make a motion and Deputy Mayor Ethel Conry seconded the motion to increase the library funding. Everyone else on the Council, including the Mayor, voted not to increase the funding.

The Board of Trustees will have to make hard decisions. All paid programs have already been discontinued. Rosemarie Rosati, as Chair of the Finance Committee, offered to work with the Library Director and Administrative Assistant to update the budget. Rosemarie recommended that we keep careful track and consistently report to the Council all impacts associated with the current level of funding. Jeanine Gleba further pointed out that the Council is not aware of the number of costs that are covered by Library's discretionary funding. An example of facility expenses covered by that funding is the alarm system. The Council is not aware of these type of facility expenses are already covered by the Library. Rosemarie again stressed the importance of routine reports to the Borough Manager and the Council because these individuals will be less receptive to this information when it is only presented at the time of budget request as justification for increased funding. We also need to present in a way that provides reassurance that we are diligently managing our funds.

EXECUTIVE SESSION (as needed):

ADJOURNMENT: There being no further business, a motion was made by John Valentine and seconded by Jeanine Gleba to adjourn. The motion was carried. Meeting was adjourned at 8:31 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, June 24, 2019 at 7:00PM.

Respectfully submitted,
Rosemarie Rosati
Secretary