

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
February 24, 2020

AGENDA

- I. CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** President Ron Duryea called the regular monthly meeting of the Washington Public Library Board of Trustees to order at 7:12 PM and read the Open Public Meeting Act.
- II. DECLARE A QUORUM:** Ron Duryea declared a quorum with the three current Board of Trustees present along with Deputy Mayor Ethel Conry representing the Mayor.
- III. ROLL CALL:** Ron Duryea, John Valentine, Rosemarie Rosati, and Deputy Mayor Ethel Conry for Mayor David Higgins.

Absent: Mayor David Higgins and Jacqueline Nassry

Also in attendance: Usha Thampi-Lukose, Library Director and Tracy Quamme, Account Clerk.

- IV. APPROVAL OF THE AGENDA:** Ron Duryea asked if anyone wanted to make any changes to the agenda. With no changes requested, the agenda was approved as distributed.
- V. APPROVAL OF THE MINUTES:** A motion was made by Rosemarie Rosati and seconded by Ron Duryea to approve the minutes of the regular meeting of the Washington Public Library Board of Trustees held on December 16, 2019.
Approved with 3 ayes; Abstain – Ethel Conry.

There were no minutes to approve for the regular monthly meeting scheduled for January 27, 2020 as that meeting was cancelled due to a lack of a quorum.

- VI. PUBLIC HEARING/AUDIENCE:** President Ron Duryea opened up the audience portion of the meeting. Seeing no one present, Mr. Duryea closed this portion of the meeting at 7:15 PM.
- VII. COMMUNICATIONS:** Jeanine Gleba, Michelle Norris and Scott McDonald have all formally resigned from the Washington Public Library Board of Trustees. Jeanine Gleba is now serving as a member of the Friends of the Library.

VIII. REPORTS:

1. President's Report

As Ron Duryea had just been approved as president in the Reorganization Meeting held immediately prior to this meeting, he had no report to make.

2. Treasurer's Report -

Two monthly reports had to be reviewed due to the cancellation of the January meeting. December report: John Valentine made the motion to approve the report and Rosemarie Rosati seconded the motion. Discussion regarding the \$9,000.00 payment to the Borough which represented the utility costs paid by the Borough in excess of the 1/3 mil appropriation.

Roll call: Ron Duryea – yes, John Valentine – yes, and Rosemarie Rosati – yes. Approved with 3 ayes; 0 nays; 1 abstention by Ethel Conry.

January report: Ron Duryea made the motion to approve the report and John Valentine seconded the motion. Discussion regarding the \$925.32 payment to the Borough which represented the remainder of the utility costs paid by the Borough in excess of the 1/3 mil appropriation.

Roll call: Ron Duryea – yes, John Valentine – yes, and Rosemarie Rosati – yes. Approved with 3 ayes; 0 nays; 1 abstention by Ethel Conry.

3. Director's Report

Usha Thampi-Lukose submitted written reports for both January and February which were emailed to the Board members as well as copies distributed at the meeting. She did not highlight any items other than to ask for approval of the 2020 Petty Cash and Change fund as detailed in her January report:

The motion was to approve a total of \$150 held as follows: the \$75 dollar petty cash stored separately in the safe along with the \$55 cash box and the \$20 counter box.

Rosemarie Rosati made the motion and Ron Duryea seconded it. The motion was approved with three ayes with Ethel Conry abstaining.

4. Committee Reports

- a. Finance Committee – Rosemarie Rosati said that there were no recent meetings to report, but Ron Duryea and John Valentine agreed to meet with Ms. Rosati and Tracy Quamme, Account Clerk, the following week in order to review the budgets and remaining discretionary funds.

Usha Thampi-Lukose, Director, reported that the patrons were starting to complain about newspaper subscriptions not being renewed and the inability to get new books. Ms. Thampi-Lukose said that they are following the directive of the Board of Trustees to make no new purchase of reading materials (books and renewals of newspaper and periodical subscriptions), but it is not realistic to expect to borrow new books from other libraries as they are in demand by the patrons of those libraries.

- b. House Committee – No report.

- c. Policy Committee – No report.
- d. Friends of the Library – John Valentine reported on the February FOL reorganization meeting. The recording secretary was hospitalized, and John Valentine substituted for this meeting. Lois Bauknight will continue to function as recording secretary. William Gleba will serve as treasurer for 2020. Brian Quiones stepped down as treasurer. The 2020 meeting schedule was reviewed. Goals for 2020 were discussed, and three fundraisers for 2020 were proposed: Tricky Tray, Tea Party, and a Book sale. The Women’s Club is organizing the Tricky Tray. The Friends of the Library has received its gaming license enabling the next Tricky Tray to be held locally at Hawke Point.

IX. OLD BUSINESS:

- 1. Board Nominations:
In the Reorganizational Meeting held just prior to the Board of Trustees Meeting the following officers were elected:

Ron Duryea – President
Joh Valentine – Treasurer
Rosemarie Rosati – Secretary

The position of Vice President still needs to be filled.

X. NEW BUSINESS:

- 1. Petty Cash and Change Fund Approval. Completed earlier in the meeting.

XI. EXECUTIVE SESSION (as needed):

XII. COMMENTS, ANNOUNCEMENTS AND OTHER BUSINESS: None

XIII. ADJOURNMENT: There being no further business, Rosemarie Rosati made motion to adjourn and John Valentine made the second. The meeting was adjourned at 8:10 PM with all in favor.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, March 23, 2020 at 7PM.

Respectfully submitted,
Rosemarie Rosati – Secretary