

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
July 27, 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 7PM and read the Open Public Meeting Act.

II. DECLARE A QUORUM: Frank May and Jaymie DeWitt were sworn in by Mayor David Higgins as members of the Washington Borough Board of Trustees prior to the start of the meeting so Ron Duryea declared a quorum.

III. ROLL CALL: Ron Duryea, John Valentine, Frank May, Jaymie DeWitt, Mayor David Higgins, and Rosemarie Rosati.

Absent: Jacqueline Nassry

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

IV. APPROVAL OF THE AGENDA: Rosemarie Rosati asked Mayor Higgins if an agenda item could be added so that he could give an update regarding the Library status. With that update, Ron Duryea declared that the agenda was approved.

V. APPROVAL OF THE MINUTES: A motion was made by John Valentine and seconded by Rosemarie Rosati to approve the minutes of the Washington Public Library Board of Trustees meeting held on February 24, 2020. Approved with 3 ayes; Abstain – Mayor Higgins, Jaymie DeWitt and Frank May.

VI. PUBLIC HEARING/AUDIENCE: President Ron Duryea opened up the audience portion of the meeting. Diane Widener and Donna Dean from the Friends of the Library were present and introduced themselves. They were asked to give an overview of fundraising plans during the committee report section of the meeting.

VII. COMMUNICATIONS: None

VIII. REPORTS:

1. President's Report

As this was the first meeting since February Ron Duryea had no report to make.

2. Treasurer's Report -

Rosemarie Rosati made the motion to approve the reports and Ron Duryea seconded the motion.

Roll call: Ron Duryea – yes, John Valentine – yes, Mayor Higgins – yes, Frank May – yes, Jaymie DeWitt – yes, and Rosemarie Rosati – yes.
Approved with 6 ayes, 0 abstentions, and 0 nays.

3. Director's Report

Full report distributed. Highlights include: Curbside service that began on July 6, 2020 is going well. Usha Thampi-Lukose reported that although library programming is being offered in virtual formats, including the summer reading program being facilitated online, staff member Laura Werner has begun providing a weekly Storytime at the Borough Pocket Park through the support of Melanie Thiel, head of the BID. Laura also represented the Library in the community along with volunteer, Patty Covell, at the first Farmer's Market in June. They promoted the summer reading program for children and assisted additional residents to sign up for library cards.

4. Committee Reports

- a. Finance Committee – Rosemarie Rosati reported that there have not been regular finance meetings but that the Board did need to be aware that we have had a significant shortfall in revenue due to the library closure. One part time staff member has resigned, but the salary savings will not offset the lost revenue. Mayor Higgins asked for financial projections so that he is able to advocate for additional support for the library.

Usha Thampi-Lukose, Director, reported that the senior patrons are requesting new books. We are not able to borrow new books from other libraries, but we need to monitor our fiscal situation before making any significant purchases.

- b. House Committee – No report.
- c. Policy Committee – No report.
- d. Friends of the Library – Diane Widener and Donna Dean reported that a Tricky Tray fundraiser for November 1st at Belvidere Manor. (They said that they would have preferred the Fire Hall because it would cost less money.) They estimate they can have 75 people at a time in Belvidere Manor. There will be no food since it is indoors. They will charge \$20 for entrance and additional money for the tickets. They are soliciting gift certificates and baskets. Last year they had 129 first level baskets and 30 to 40 second level. For the third level they had Disney tickets, but that won't be possible this year. To date they have about 45 baskets. Last year's event generated about \$2800. A raffle can be held as a backup if the Tricky Tray event has to be cancelled. That could generate about \$1000. There is a possibility of having both the raffle and the Tricky Tray.

Mayor Higgins suggesting rotating groups to increase the number of participants in the event. Frank May suggested adding a virtual

component in order to enable people to participate without having to appear in person other than to later collect any winnings. Mr. May will start working on the virtual aspect by first creating a Facebook page for the Friends of the Library. Both he and Ms. Rosati offered to help with the physical set up of the event. Jaymie DeWitt offered to help with the baskets and gift certificates since she has worked on many Tricky Tray events for a charity.

IX. OLD BUSINESS:

1. Confirmation of Officers with Vote by Full Board of Trustees

Mayor Higgins nominated the following:

Ron Duryea – President

John Valentine – Treasurer

Rosemarie Rosati – Secretary

Ron Duryea added that he wanted to nominate Rosemarie Rosati to hold the additional position of Vice President.

Jaymie DeWitt seconded the full slate as nominated.

Roll Call: Mayor David Higgins – yes, Frank May – yes, Jaymie DeWitt – yes, John Valentine – yes, Ron Duryea – yes, and Rosemarie Rosati – yes. Approved with all in favor, 6 ayes, 0 abstentions, and 0 nays.

2. Status of the Library

Mayor Higgins reported that the Library budget was approved at the 1/3 mil. Given the exceptional conditions this year, he suggested that there may be a way to further help the Library. One possibility might be having the library included for one more year in the Borough audit which would create a significant savings for the Library.

The mayor gave additional update information regarding the Borough's financial situation. Other departments are suffering from reduced revenue. The Fire Department has not been able to do their typical fundraising. The Borough is trying to reduce expenses. One example was paving less roads than previously planned.

It is unfortunate that Warren County, along with three other counties, did not meet threshold population figures to be able to receive any funding through CARES. The mayor is working with Representative Gottheimer, who is advocating with the Governor for the counties who were not eligible for CARES funding to receive some of the 2 billion discretionary dollars that the Governor has not yet committed.

X. NEW BUSINESS:

1. Committee Participation

Rosemarie Rosati suggested distributing information regarding subcommittees to the new Board members so they could decide which committee they would like to serve on.

2. Audit

Mayor Higgins said that he would talk to Matt Hall, Borough Manager, about the possibility of the Library being included this year in the Borough's audit. He needs a projection from the library through the end of the year.

XI. EXECUTIVE SESSION (as needed):

XII. COMMENTS, ANNOUNCEMENTS AND OTHER BUSINESS: None

XIII. ADJOURNMENT: There being no further business, Ron Duryea adjourned the meeting at 8:15 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, August 24, 2020 at 7PM.

Respectfully submitted,
Rosemarie Rosati – Secretary