

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

**MINUTES**

- 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 via Zoom call at 7:04 PM and read the Open Public Meeting Act.
- II. DECLARE A QUORUM:** Ron Duryea declared a quorum with Deputy Mayor Ethel Conry representing Mayor David Higgins.
- III. ROLL CALL:** Ron Duryea, John Valentine, Ethel Conry, Jaymie DeWitt, Frank May, and Rosemarie Rosati.
- Absent: Jacqueline Nassry
- Also in attendance: Usha Thampi-Lukose, Library Director and Tracy Quamme, Account Clerk.
- IV. APPROVAL OF THE AGENDA:** Ron Duryea declared that the agenda was approved.
- V. APPROVAL OF THE MINUTES:** A motion was made by Rosemarie Rosati and seconded by John Valentine to approve the minutes of the Washington Public Library Board of Trustees meeting held on July 27, 2020. Approved with 5 ayes; Abstain – Deputy Mayor Conry.
- VI. PUBLIC HEARING/AUDIENCE:** President Ron Duryea opened up the audience portion of the meeting. With no one from the public on the Zoom call, this portion of the meeting was closed.
- VII. COMMUNICATIONS:** None
- VIII. REPORTS:**

1. President's Report  
Ron Duryea had no report to make.

2. Treasurer's Report -  
Deputy Mayor Conry reported that the Borough Council was reviewing the library shortfall.

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

Roll call: Ron Duryea – yes, John Valentine – yes, Deputy Mayor Conry – 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 has been continued and expanded to include copying and printing. Usha Thampi-Lukose reported that 21 young adults and children participated in the Summer Reading Program. The winner of Summer Reading Bingo received a \$10 gift certificate donated by Dairy Queen. Staff member Laura Werner continued providing a weekly Storytime at the Borough Pocket Park.

The Director participated in a New Jersey State Library (NJSL) online training session on assisting patrons to conduct job searches and to prepare resumes. Online resources include provides sample resume templates which the public can modify to fit their descriptions. The Director also participated in online meetings with other public library directors. During the meeting with NJSL questions, concern, and issues from directors ranged from the status of the Library Construction Bond Act, contact tracing, resumption of interlibrary loan service, census and state aid (how the census numbers might affect the libraries' state aid - whether we go up in staff, hours, increase or decrease in aid), the one-third mill appropriation for libraries (whether this funding might be affected due to the pandemic which so far according to Pat Tumulty, the answer is "no"), updating the 2015 trustee manual, the governor's 9-month budget which will be introduced on September 30, status of the COVID stimulus bill which is in limbo, retirement/replacement status of the State Librarian Mary Chute and the search process, trustee continuing education, etc. It should be noted that the New Jersey State Library has waived minimum requirements for libraries due to the Pandemic.

The library is taking advantage of the free digital trials for children/students offered by Scholastic. The free digital trials are TrueFlix, ScienceFlix, Scholastic Go! and Teachables. The free offer is good till September 16, 2020, and is on the website. The Director also reported that she signed up with the company Comprise on August 19, 2020, to take advantage of the free trial offered on wireless printing and online payments for the public. The free trial for Smart Alec and SmartPay will end on December 31, 2020. If the library would like to subscribe to SmartAlec wireless print and SmartPay online payments once the free trial period ends, the annual subscription cost beginning on January 1, 2021, will be \$499.99.

Rosemarie Rosati requested that the Director also send information about the services and costs associated with participating in the Library Consortium so that the Board can review and vote whether to approve all of these services at a future meeting.

John Valentine made the motion to approve the Director's report and Ron Duryea seconded the motion. The report was approved with all in favor, six (6) ayes.

### 4. Committee Reports

- a. Finance Committee – Rosemarie Rosati reported that there have not been regular finance meetings but that the Board did need to closely monitor finances given the shortfall in revenue due to the library closure. One part time staff member resigned, but the salary savings will not offset the lost revenue.

As mentioned previously, Deputy Mayor Conry reported that the Washington Borough Council will be considering the financial projections submitted per Mayor Higgins request so that he would be able to advocate for additional support for the library. Warren County did recently receive some funding from the Governor as one of the three counties that had not qualified for CARES Funding, but it is a limited amount, and there are competing needs from other departments.

Usha Thampi-Lukose, Director, reminded the Board of the need for new materials, especially for senior patrons who do not use electronic resources. We are still not able to borrow new books from other libraries.

Rosemarie Rosati said that she would arrange a Finance Committee meeting prior to the next Board of Trustees meeting. Ron Duryea, John Valentine and Jaymie DeWitt agreed to participate.

- b. House Committee – No report.
- c. Policy Committee – No report. Jaymie DeWitt reported that she has been reviewing policies and would be interested in participating in this committee. Rosemarie Rosati also offered her assistance. Ms. DeWitt requested that the Director provide her with a copy of the Board By-laws for her review.
- d. Friends of the Library – John Valentine reported that the committee has been receiving excellent donations, including a bike, for the Tricky Tray event which is still scheduled for November 1<sup>st</sup>. Frank May said that he had offered his assistance and contact information, but he has not heard from the coordinators of this event. John Valentine said that he would provide Mr. May with their contact information. Ron Duryea complimented the members who are taking a leadership role in creating fundraising events. We appreciated them coming to the last meeting to update the Board.

The Board was reminded when placing Amazon orders to use Amazon Smile and to specify the library as the charity. The Board was encouraged to spread the word about this opportunity, and Jaymie DeWitt offered to send out the link.

**IX. OLD BUSINESS:**

Audit – Deputy Mayor Conry reported that Mayor Higgins asked her to update the Board to let them know that he is pursuing having the Library Audit included in the regular Borough Audit.

**X. NEW BUSINESS:** N.one

**XI. EXECUTIVE SESSION (as needed):** None.

**XII. COMMENTS, ANNOUNCEMENTS AND OTHER BUSINESS:** John Valentine thanked everyone for persevering.

**XIII.** **ADJOURNMENT:** There being no further business, Ron Duryea adjourned the meeting at 7:51 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, September 28, 2020 at 7PM via Zoom.

Respectfully submitted,  
Rosemarie Rosati – Secretary