

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
September 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 7:17 PM and read the Open Public Meeting Act.

II. DECLARE A QUORUM: Ron Duryea declared a quorum.

III. ROLL CALL: Ron Duryea, John Valentine, Frank May, Jaymie DeWitt, Mayor 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: David Higgins made the motion that the agenda be approved and Ron Duryea seconded the motion. The motion passed with all in favor, six (6) ayes.

V. APPROVAL OF THE MINUTES: A motion was made by David Higgins and seconded by Rosemarie Rosati to approve the minutes of the Washington Public Library Board of Trustees meeting held on August 24, 2020. Approved with 5 ayes; Abstain – Mayor Higgins.

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: The Library Director reported on the two positive emails sent by patrons which she had forwarded via email to all Board members. The patrons appreciated the library and advocated for additional funding for adequate staff, the care of the facility, and to purchase new materials.

VIII. REPORTS:

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

2. Treasurer's Report -
Ron Duryea made the motion to approve the report, and Jaymie DeWitt seconded the motion.

Approved with 6 ayes, 0 abstentions, and 0 nays.

3. Director's Report

Full report distributed. Highlights include: September is Library Card Sign-Up month. Signing-up for a library card is promoted on our library website and the social media sites. The schools in the Borough have been asking the students to sign-up for library cards from their home library. The statewide Interlibrary Loan will resume in October. SmartALEC Printing: The wireless printing service for the community is now available through our website. The public can send their print jobs from home or any other locations that has internet or Wi-Fi service. Additionally the library director and account clerk participated in several Zoom meetings held by the NJ State Library.

4. Committee Reports

- a. Finance Committee – Rosemarie Rosati reported that the Finance Committee did meet with John Valentine and Rosemarie Rosati present, along with support provided by Tracy Quamme. A final determination of status of the library finances cannot be made until a decision is issued regarding potential additional funding through the Borough, along with the possibility of the audit being covered by the Borough's audit. Until that determination is made no new purchases of materials or any decision about joining the Library Consortium can be made.
- b. House Committee – Ron Duryea conducted an inspection of the exterior of the library building, and he noted that the drainage system installed by DPW has cap bricks that are deteriorating and that two have fallen away.
- c. Policy Committee – Jaymie DeWitt reported that she had not completed her review of all existing policies and that she and Rosemarie Rosati had not met, but that a meeting would occur prior to next month's Board of Trustee's meeting.
- d. Friends of the Library – John Valentine reported that the committee continues to receive and store excellent donations for the planned Tricky Tray event, but the concern is to get more volunteers involved in the group itself and to have volunteers to assist at the Tricky Tray event which is still scheduled for November 1st. Jaymie DeWitt and Frank May again offered their assistance, but neither has not heard from the coordinators of this event nor have they been given contact information to reach out to them. They are asking for a meeting to be arranged prior to next month's Board of Trustee meeting.

Rosemarie Rosati reported that she learned from a recording of a meeting sponsored by the NJ State Library that they strongly recommend that each library board of trustees develop a formal wish list of needs to be supported by the Friends fundraising, and they also strongly recommend developing an Affiliation Agreement or Memorandum of Understanding (MOU) to avoid the type of misunderstanding that have already occurred between these groups. Their website provides a sample MOU. Usha Thampi-Lukose stated that Jeanine Gleba brought a

copy of that sample to a meeting of the Friends of the Library, and John Valentine agreed that the wish list and MOU should move forward.

IX. OLD BUSINESS:

1. Pandemic Funding for Library: Mayor Higgins reported that the Borough CFO is reviewing the potential of covering department shortfalls, including those suffered by the library. The Governor provided \$17 million for the four NJ counties that did not qualify for CARES funding. These funds can be used to cover 25% of losses associated with the Pandemic. The remaining 75% may be able to be submitted to FEMA. The library will be notified when a determination is made.
2. Audit: The Mayor stated that the Borough attorneys are reviewing whether the auditor can include the Library when the Borough audit is done despite the auditor having discontinued due to a perceived conflict of interest.

The Library Director and board members thanked the Mayor for his support, emphasizing the tremendous difference that the funding and the coverage of the audit cost would make.

X. NEW BUSINESS: None.

XI. EXECUTIVE SESSION (as needed): None.

XII. COMMENTS, ANNOUNCEMENTS AND OTHER BUSINESS: Ron Duryea asked the Mayor if there was any update regarding the opening of the Municipal building since the Library will need advanced notice in order for changes to be made to the physical space. The President explained that DPW would have to do any installations.

David Higgins stated that the State was supposed to issue a plan for opening municipal buildings, but we have not received anything as of yet. Mayor Higgins reported that the Governor has extended the Public Health Emergency. He explained that the Borough's Emergency Manager coordinates with the County Health Department which coordinates with the State Health Department. The Mayor will request that the Office of Emergency Management (OEM) forward borough recommendations.

The Mayor also noted that the County Library was scheduled to open on a limited basis on September 14th. Their website details their plans for reducing the chance for the spread of the virus, but it is not clear whether they have opened.

Jaymie DeWitt suggested that a meeting be held soon so that more definitive plans can be made for the library to be able to open to the public.

Frank May again stressed the need for enhanced use of Social Media. He is anxious to get that started.

XIII. **ADJOURNMENT:** There being no further business, Ron Duryea made a motion to adjourn the meeting, and Mayor Higgins seconded the motion. All in favor of the meeting ending at 7:56 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, October 26, 2020 at 7PM via Zoom.

Respectfully submitted,
Rosemarie Rosati – Secretary