

WASHINGTON PUBLIC LIBRARY  
Minutes of the Regular Monthly Meeting  
Library Board of Trustees  
October 26, 2020

**MINUTES**

- I. CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** Vice President/Secretary Rosemarie Rosati, temporarily covering for President Ron Duryea, called the regular monthly meeting of the Washington Public Library Board of Trustees to order via Zoom call at 7:15 PM and read the Open Public Meeting Act.
- II. DECLARE A QUORUM:** Ron Duryea joined the meeting and declared a quorum.
- III. ROLL CALL:** Ron Duryea, John Valentine, Frank May, Jaymie DeWitt, Mayor Higgins, Jacqueline Nassry and Rosemarie Rosati.
- Also in attendance: Usha Thampi-Lukose, Library Director and Tracy Quamme, Account Clerk.
- IV. APPROVAL OF THE AGENDA:** John Valentine made the motion that the agenda be approved, and Ron Duryea seconded the motion. The motion passed with all in favor, seven (7) ayes.
- V. APPROVAL OF THE MINUTES:** A motion was made by Rosemarie Rosati and seconded by David Higgins to approve the minutes of the Washington Public Library Board of Trustees meeting held on September 28, 2020. Approved with six (6) ayes; Abstain – Jacqueline Nassry.
- 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:** Addressed under the President's report.

**VIII. REPORTS:**

1. President's Report

Ron Duryea discussed a communication from Matt Hall issued in response to a call the Borough Manager received from a patron questioning why the Borough Library remained limited to curbside pickup. Matt clarified that NJ State mandate did allow libraries to open to the public. A short discussion ensued with the decision made that the officers and Jaymie DeWitt, as newly appointed chair of the Policy Committee, would meet on Wednesday, the 28<sup>th</sup> at 10am to formalize procedures. Ron Duryea said that he would talk to the Borough Manager prior to that meeting to review what would be needed to open to the public.

2. Treasurer's Report -

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

Roll call: Ron Duryea – yes, John Valentine – yes, Mayor Higgins – yes, Frank May – yes, Jaymie DeWitt – yes, Jacqueline Nassry – yes, and Rosemarie Rosati – yes.

Approved with 7 ayes, 0 abstentions, and 0 nays.

### 3. Director's Report

Full report distributed. Highlights include: The New Jersey State Library's statewide Interlibrary Loan (ILL) resumed its service on Monday, October 19, 2020. The New Jersey State Library has also formed a collaboration with a non-profit organization, LYRASIS, to implement SimplyE for all NJ public libraries that wish to participate. The State Library selected B&T/Axis 360 to partner in creating a new digital resource collection made possible by CARES Act funding to the State. Our library has signed up for SimplyE. It is an open-source e-reading/listening mobile application for Android and iOS. The collection supports STEAM, recreational and popular reading, diversity and inclusion, and all age levels.

### 4. Committee Reports

- a. Finance Committee – Rosemarie Rosati reported that the Finance Committee had not meet this month. She did point out that without additional funding from the Borough, the staff and the Board would need to monitor expenses closely given that this year's YTD income per Tracy Quamme was half the level of income listed on the In House Budget, which used last year's income amount.
- b. House Committee – No report.
- c. Policy Committee – Jaymie DeWitt reported that she continues to work on her review of all existing policies and By Laws. She has compared our By Laws to those of other libraries, and she will be circulating recommended modifications prior to next month's meeting.
- d. Friends of the Library – John Valentine reported that the committee has received excellent donations for the November 1st Tricky Tray event, but there has been difficulty arranging local advertising beyond the advertising of the event on a popular Tricky Tray website. They also need more volunteers to assist at the Tricky Tray event.

No update regarding the development of an Affiliation Agreement/ Memorandum of Understanding (MOU) between the Friends of the Library and the Board of Trustees nor a formal wish list of needs to be supported by the Friends fundraising.

## **IX. OLD BUSINESS:**

1. Pandemic Funding for Library: Mayor Higgins reported that the Borough will not be able to cover any shortfall of revenue caused by the Pandemic

closure, but the Library is invited to submit receipts for purchases related to the Pandemic which the Borough can include in their submission for reimbursement through the State of New Jersey. The deadline is November 10<sup>th</sup>.

2. Audit: The Mayor stated that the Borough Auditor cannot include library in the Borough audit due to the conflict of interest issue.

**X. NEW BUSINESS:**

Committee Appointments: The President announced that Jaymie DeWitt will now chair the Policy Committee, and Frank May has agreed to serve as Chair of a new committee, Social Media and Communication.

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

**XII. COMMENTS, ANNOUNCEMENTS AND OTHER BUSINESS:** Ron Duryea brought up the outstanding issue related to the replacement of Library security cameras. Usha Thampi-Lukose reported that the Borough Council had approved the quote that had been submitted by the Library. Given the amount of time that has elapsed, she is now attempting to get an updated quote. The vendor indicated that he will try to match the prior cost quoted.

**XIII. ADJOURNMENT:** There being no further business, Ron Duryea announced the adjournment of the meeting at 8:20 PM.

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

Respectfully submitted,  
Rosemarie Rosati – Secretary