

WASHINGTON PUBLIC LIBRARY  
Minutes of the Regular Monthly Meeting  
Library Board of Trustees  
December 21, 2020

**MINUTES**

**I. CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:**  
Rosemarie Rosati, Vice President/Secretary, on behalf of President Ron Duryea who was delayed, called the regular monthly meeting of the Washington Public Library Board of Trustees to order via Zoom call at 6:45 PM and read the Open Public Meeting Act.

**II. DECLARE A QUORUM:** Rosemarie Rosati declared a quorum.

**III. ROLL CALL:** John Valentine, Frank May, Jaymie DeWitt, and Rosemarie Rosati.

Ron Duryea joined the meeting at 6:49. Mayor David Higgins joined late in the meeting and missed the items requiring a vote of approval.

Absent: Jaqueline Nassry.

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

**IV. APPROVAL OF THE AGENDA:** With no modifications needed, Rosemarie Rosati declared the agenda approved.

**V. APPROVAL OF THE MINUTES:** A motion was made by John Valentine and seconded by Jaymie DeWitt to approve the minutes of the Washington Public Library Board of Trustees meeting held on November 23, 2020. Approved with four (4) ayes.

**VI. PUBLIC HEARING/AUDIENCE:** Rosemarie Rosati 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 at 6:49 PM. Ron Duryea joined the meeting at this point in time.

**VII. COMMUNICATIONS:**

Jeanine Gleba, from the Friends of the Library, sent an email to the Trustees, the Library Director and Mayor Higgins, reporting that the 2020 Giving Tuesday Campaign far exceeded the goal of \$500 by raising \$2,006.95 (the amount after PayPal expenses). Mayor Higgins followed through with his commitment to meet the challenge of shaving off his long cherished beard given the excellent results.

Those who contributed to the campaign were acknowledged and thanked, with special recognition given to the support provided by Usha Thampi-Lukose, Library Director, "who financially gave to the cause as well as went above and beyond spreading the

word to other librarians and family and friends. A majority of the donations were from her 'people'. Without her we would not have raised as much money.”

## **VIII. REPORTS:**

### **1. President's Report – None.**

### **2. Treasurer's Report -**

Rosemarie Rosati raised a discussion about the many recently received invoices for books from standing orders which were noted in the financial report. The Trustees were under the impression that the Director had stopped all book purchases until further notice, but it appears that the deliveries were only delayed. The Director reported that she had sent a letter attempting to stop the purchases, but she had not cancelled the standing orders in order to avoid having to set them all up again. We were very fortunate this year that the Friends of the Library had raised enough money to cover these delayed costs.

Update after the Board meeting: John Valentine followed up with the company since the Director was on vacation. He was told that the shipments should not have been sent and that the Library could have returned the books. The woman with whom he spoke said that she had also talked to the Director last week. She promised Mr. Valentine that based on his call, she would reinstate the stop on all purchases until further notice of any change.

It is very important that the Director ensures that any books received that exceed the available funds are returned to the company. It is critical that she continues to closely monitor these purchases next year given that the budget will be very tight.

Rosemarie Rosati made the motion to approve the report, and John Valentine seconded the motion.

Roll call: Ron Duryea- yes, John Valentine – yes, Jaymie DeWitt – yes, Rosemarie Rosati – yes Frank May-abstain.

Approved with 4 ayes, 1 abstentions, and 0 nays.

### **3. Director's Report**

Full report distributed. Highlights include:

Baker & Taylor/Axis 360: Contracted by the NJSL through the CARES Act funding, this is a free digital resource of eBook and eAudiobook materials provided to all public and school libraries in New Jersey.

The Director reported that an additional donation of \$25 was received in addition to the total Giving Tuesday funds reported by Jeanine Gleba.

Usha Thampi-Lukose successfully negotiated a reduction of the cost of the audit to be completed for last year and this year from \$4500 per year to \$3000 each for those two years.

#### 4. Committee Reports

- a. Finance Committee – Rosemarie Rosati reviewed budget scenarios which demonstrated that the Library would need to close an additional day if it only receives the 1/3 mil allocation. The Trustees scheduled another Zoom call to strategize about the additional funds needed to remain open five (5) days/week.
- b. House Committee – Nothing to report.
- c. Policy Committee – No new information regarding the By-Laws update.

Friends of the Library – John reviewed the funds raised through the Tricky Tray event (close to \$8,000) and the Giving Tuesday Campaign (\$2,031.95 as reported under Communication and Director's Report sections.) He and the library staff administrative discussed the logistics of using these funds to cover the cost of books recently received.

No update regarding the development of an Affiliation Agreement/Memorandum of Understanding (MOU) between the Friends of the Library and the Board of Trustees.

- d. Social Media and Communication - Frank Mayo reported on his work on library accounts with:
  - Instagram (@WASHPUBLIB)
  - Facebook (search Washington Public Library)
  - Twitter (@WASHPUBLIBRARY).Mr. Mayo plans to have daily posts and special content. He has connected with the Friends of the Library and is exploring online fundraising like GoFundMe.

#### **IX. OLD BUSINESS:**

1. Pandemic Funding for Library: The President reported that he was reimbursed for the purchases he made using his own money, and Tracy Quamme reported that the Library was reimbursed for earlier purchases related to the Pandemic. The total received through the Borough exceeded \$1300.  
Update: Tracy is formally questioning charges back to the Library that the Borough later made.
2. Audit: The Director was complimented on successfully negotiating a \$3000 total reduction for the costs of the two audits that must be completed next year. Rosemarie Rosati said that there will be sufficient funds in the operating budget to cover the \$6000 expense.

#### **X. NEW BUSINESS:** Preparations for Opening the Library to the Public: Delay continues.

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

**XII. COMMENTS, ANNOUNCEMENTS AND OTHER BUSINESS:** None.

**XIII. ADJOURNMENT:** There being no further business, Ron Duryea announced the adjournment of the meeting at 7:43 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, January 25, 2020 at 7 PM with a Re-Organization Meeting scheduled for 6:30 PM via Zoom.

Respectfully submitted,  
Rosemarie Rosati – Secretary