

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees

Monday, April 26, 2021 7PM

- I. **CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** President Rosemarie Rosati called the regularly monthly meeting of the Washington Public Library Board of Trustees to order via Zoom call and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum.
- III. **ROLL CALL:** Rosemarie Rosati, Ian Watts, Jaymie DeWitt, John Valentine, David Higgins, and Frank May

Absent: Jacqueline Nassry

Also in attendance: Usha Thampi-Lukose and Tracy Quamme
- IV. **NEW BUSINESS:** Rosemarie motioned that we skip directly to the new business agenda item of appointing Ian Watts to replace departing secretary Jaymie DeWitt, so that Ian would be empowered to take notes for the duration of the meeting. John Valentine seconded and board members Jayme DeWitt, Frank May, and David Higgins all voted yes as well.
- V. **APPROVAL OF THE AGENDA:** Rosemarie noted that we would not be taking separate votes to approve the meeting agendas going forward, and this standing item will be removed from future agendas.
- VI. **APPROVAL OF THE MINUTES:** David Higgins made a motion to approve the minutes for the Regular Monthly Meeting held on March, 22, 2021. Frank May seconded, and all other board members voted in favor. No additional edits or comments were necessary.
- VII. **PUBLIC COMMENTS/PRESENTATION:** As no members of the public were present, the board did not entertain any comments or presentations.
- VIII. **COMMUNICATIONS:** There were no additional communications apart from the information contained in the reports below.
- IX. **REPORTS:**
 1. **President's Report:** Rosemarie noted that the borough council should be considering Tristan LaFerriere's nomination to the board in their next meeting on 5/4/2021. Rosemarie also observed that the library website needed to be updated, but the lady at the company who is responsible for the website has been out. Ian Watts noted that the website should take down its advertisement of the resident survey as well, since this survey has concluded. Usha confirmed this would be done as soon as possible. Rosemarie clarified the CEU requirements for the board of trustees, which is that at least 7 hours of additional training needed to be completed among all library board members. Usha and Tracy requested that any board members report their recently completed CEU credits to them for tracking. Rosemarie also noted that this will be Jaymie's last meeting and thanked her for her service to the board and library.
 2. **Treasurer's Report:** John Valentino noted that the issue with bank fees has been resolved by moving funds from the savings to checking to avoid a low balance free. Rosemarie motioned to accept the report, and Ian Watts seconded. All board members voted to accept the report save Dave Higgins, who abstained.
 3. **Director's Report:** Usha clarified re: The Treasurer's Report that we need to maintain a balance of at least \$5K in the library's bank account to avoid a monthly \$25 fee for low funds. She also noted that it has been difficult to fill the clerk position due to the limited hours and low pay we are offering, but she will continue seeking qualified candidates. She also confirmed that she had sent the invoices for HVAC repair to council and new procurement wish list to the Friends of the Library for their

consideration. David Higgins motioned to accept the report, which was seconded by Frank May. All board members voted in favor.

4. Committee Reports

- a. Finance Committee: The board noted that we may need to consider raising wages for the clerk position to attract more candidates. John stated that the wish list for the Friends of the Library should focus on necessities since our budget request for \$20K in additional funding is still pending with the borough council. John also pointed out that \$6K is available that was left over from last year's budget.
- b. House Committee: Rosemarie said that borough manager Matt Hall has indicated that the borough would cover the one bill for \$717 related to HVAC repair expenses, but the other related bills may be the responsibility of the library. John objected and stated that any expenses related to the maintenance and repair of the building should be borne by the borough, which owns the building. He also thought that additional funds had already been approved by the council for such expenses. Mayor Higgins said that while there had been some discussion of additional funding last year, it was never formally approved by council. Mayor Higgins said he would discuss the HVAC repair bills with the borough manager and see what could be done. He also proposed having an engineer from DPW come out to review any issues with the building that may need to be fixed and work with the board on putting together a schedule to verify necessary repairs and maintenance had been performed by the borough.
- c. Policy Committee: Jaymie noted that she will need to be replaced in her role as head of this committee, given her imminent departure. Her replacement will need to finalize the by-laws and begin working on a strategic plan, which had been previously promised to the council. She had also been looking at a shared file email system that may have a repository for board packages, etc.
- d. Friends of the Library: John Valentine stated that the Friends of the Library are almost done drafting a new fundraising letter.
- e. Social Media and Communication: Frank May reported that he was still looking into setting up a Patreon to support a perpetual fundraising campaign for the benefit of the library.

X. **OLD BUSINESS:** There was no old business.

XI. **NEW BUSINESS RESUMED:** The board will postpone a vote on the newly edited by-laws until next month. In the meantime, we will set up a meeting on Monday, 5/3, to address any remaining questions.

XII. **COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS:** Board members again thanked Jaymie DeWitt for her service to the library board and wished her well with her move.

XIII. **EXECUTIVE SESSION (as needed):** No executive session was necessary.

XIV. **ADJOURNMENT:** As there was no further business, Rosemarie Rosati adjourned the meeting.

Next meeting date Monday, **May 24, 2021 @ 7 PM** via Zoom.

Ian Watts
Secretary

Cc: Board of Trustees (7) Washington Public Library
Usha Thampi-Lukose, Director