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

Monday, May 24, 2021

I. <u>**CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:**</u> President Rosemarie Rosati called the regularly monthly meeting of the Washington Public Library Board of Trustees to order via Zoom call at 7:00 PM and read the Open Public Meeting Act.

II. <u>**DECLARE A QUORUM:**</u> Rosemarie declared a quorum.

III. <u>**ROLL CALL:**</u> Rosemarie Rosati, Ian Watts, Tristan LaFerriere, and Frank May were present.

Absent: John Valentine, Usha Thampi-Lukose, and Tracy Quamme.

Also in attendance: Jacqueline Nassry and Mayor Dave Higgins

IV. <u>**APPROVAL OF THE MINUTES:**</u> Rose motioned that we approve the minutes for the Regular Monthly Meeting held on April 26, 2021. Mayor Higgins seconded, and Ian Watts and Frank May voted yes. Tristan LaFerriere and Jackie Nassry abstained as they were not present at the April meeting.

V. <u>**PUBLIC COMMENT/PRESENTATION:**</u> Donna Dean from the Friends of the Library joined the meeting to state that any funds originating with the FOL should only be used to cover items on the library director's wishlist. They did not intend that any funds be used for operational expenses. Rosemarie noted that we may need to update memorandum of understanding between the library and the FOL to address this issue. She said that she would discuss with FOL members and include this as an agenda item for the next board meeting.

VI. <u>**COMMUNICATIONS:**</u> Usha joined late and noted that she will be resigning, effective 6/1. She will be available to assist with the auditors through 6/15/21.

VII. <u>**REPORTS:**</u>
1. President's Report: Rosemarie said that the county is aware of Usha's resignation and has offered help through a shared services agreement. In this case the goal is not for the library to join the country system but ease the transition until we can find a new director. Mayor Higgins said he has talked to boro attorney, who said she would be able to advise if we went down path of seeking an agreement with the county.
2. Treasurer's Report: No questions asked regarding the treasurer's report. Ian Watts made the notion to accept the report, which was seconded by Frank May; Mayor Higgins abstained, and Rosemarie, Tristan, and Jackie all voted yes.
3. Director's Report: Usha noted that Noah is leaving and the search for a replacement clerk is still ongoing. The auditors are also present in the library and are expected to be there for at least three more days. She said that the library's bank account requires another signer; Rosemarie indicated she would take on this role. Usha also noted that the library received $350 in donations. The library is now open for days a week for in-person visitation, but they are still offering curbside for those who prefer it. The summer reading program also begins on 6/22. This will initially be online but may expand to in-person events as summer progresses. Rosemarie motioned to accept the director's report, and Frank seconded; Ian, Tristan, Frank, Jackie, and Mayor Higgins all voted yes as well.
4. Committee Reports
   a. Finance Committee: Rosemarie confirmed that the library did not receive additional requested funds in the most recent boro

budget. She noted that the state aid of $2800 per year may not be worth it, given that the library must retain a full-time employee and be open five days a week to meet the state's criteria, which is difficult to do with current staffing resources. The board is still considering whether to offer $45K per year for the newly open director position and make one of the clerk positions a 30-hour-a-week position with the remaining funds.

b. House Committee: Ian Watts noted that the top of the front exterior door was damaged, as if someone attempted to pry the glass loose from the doorframe. The mayor stated that DPW will look to replace the flashing missing at the top of the door. He also stated that he talked to engineer and building inspector about doing an evaluation of the facility and compiling written report on any items that may need attention. Ian said that he would reach out to the mayor to obtain their contact information and coordinate with them.

c. Policy Committee: Rosemarie noted that she would be substituting for Jayme DeWitt as the head of this committee until a permanent replacement is available. She would be focusing on the by-laws first, which Mayor Higgins says he would like to run by the boro attorney before we take a final vote. Rosemarie advised that we need at least two weeks' notice to include any possible changes suggested by the attorney. Once the by-laws are finalized, she will continue drafting a strategic plan.

d. Friends of the Library: John is not present to provide an update, but Rosemarie said that the FOL is planning for tricky tray in September.

e. Social Media & Communication: Frank advised that he will be reaching out to the new clerks to help provide content for social media outreach now that Noah is leaving.

VIII. <u>OLD BUSINESS</u>: Ian Watts provided some additional information regarding the American Rescue Plan. Specifically, 50% of the funds are to be disbursed within 60 days of the bill's passage (with the remaining 50% to be sent next year), and Washington Borough is slated to receive a total of $633,597.77 in funding. Mayor Higgins noted that they have not received the additional funds as of yet, but he would tentatively support extending some of these funds to the library as necessary and appropriate.

IX. <u>NEW BUSINESS</u>: Rosemarie motioned to update the job description for the library director role, which Frank seconded. Ian Watts, Tristan, Jackie, and Mayor Higgins all voted yes as well.

X. <u>COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS</u>: Tracy Quamme joined the call to thank Usha for her many years of service to the library and wish her well in all future endeavors.

XI. <u>EXECUTIVE SESSION</u> (as needed): No executive session was necessary.

XII. <u>ADJOURNMENT</u>: Rosemarie adjourned the meeting at 8:08 PM.

Ian Watts
Secretary

Cc: Board of Trustees (7) Washington Public Library