

MINUTES

WASHINGTON PUBLIC LIBRARY
20 West Carlton Avenue
Washington, NJ 07882
(908) 689-0201

Monday, October 25, 2021, at 7:00 PM

- I. **CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** Board president Rosemarie Rosati called the regularly monthly meeting of the Washington Public Library Board of Trustees to order in person and via Zoom call at 7:05 PM and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum.
- III. **ROLL CALL:** John Valentine and Jackie Nassry present via Zoom, and Mayor David Higgins, Angela Bridygham and Rosemarie Rosati were present at the library. Ian Watts and Frank May were absent. Clerk Tracy Quamme was also present. Tristan LaFerriere has announced to some Trustees that he has resigned from the Board of Trustees, but a resignation letter is needed.
- IV. **APPROVAL OF THE MINUTES:** Mayor Higgins made a motion to approve the minutes for the Regular Monthly Meetings held on September 27, 2021 as presented. The motion was seconded by Angela Bridygham.
- V. Approved with 3 ayes. Abstained - Jackie Nassry and John Valentine.
- VI. **PUBLIC COMMENT/PRESENTATION:** As there were no guests either in person or on Zoom to comment, Mayor Higgins motioned that we close this section of the meeting. Angela seconded. Approved with 5 ayes.
- VII. **COMMUNICATIONS:** None.
- VIII. **REPORTS:**
 1. President's Report- Rosemarie reported that a candidate for the part time Director position has come forward. We are currently clarifying whether she has the required 2 years of supervisory experience. In terms of staff coverage, we now have a second adult clerk who is completing the process to be hired. Having adults to work with the high school age clerks will enable the library to expand evening hours and open on Saturday. The NJ Library Association confirmed that they will again refrain from enforcing minimal requirements for state aid this year due to the Pandemic.
 2. Treasurer's Report- Rosemarie made motion to accept the report as presented, which was seconded by Mayor Higgins.
Roll Call: Joh Valentine -yes, Jackie Nassry- yes, David Higgins - yes, Angela Bridygham – yes, and Rosemarie Rosati – yes
Approved with 5 ayes; 0 nays; 0 abstentions.
 3. Director's Report- There was no director's report as the position is still vacant. Tracy Quamme did report that "Storytime" has been well received with the volunteer leading the program doing a wonderful job.
 4. Committee Reports
 - a. Finance Committee-Rosemarie reported that she and Tracy had reviewed the audit reports for 2019/2020 and that she had spoken to the auditor who had tested the library expenses. That individual had suggested that she have the owner of the firm call, but Rosemarie has not heard back. However, it seems clear that we need to create an overall budget to present to the auditors that includes all expenses and all sources of revenue rather than having a separate

In-House budget. We would include money from the Friends and use the current year library income in keeping with the how we are audited rather than using the prior year as has been the practice. This all-inclusive budget will be presented for approval at the December 6th meeting since there is no November meeting.

Given to the significant amount of money that is currently unspent in the personnel section of the original 2021 budget due to the Director position being vacant for so long Rosemarie and Tracy presented an amended 2021 budget at this meeting with recommended increases in operating expenses to enable purchasing of computers, books, serials and the replacement of the security cameras.

Dave Higgins made the motion to approve the amended 2021 budget as presented and Angela Bridygham seconded the motion. Roll Call: Joh Valentine -yes, Jackie Nassry- yes, David Higgins - yes, Angela Bridygham – yes, and Rosemarie Rosati – yes
Approved with 5 ayes; 0 nays; 0 abstentions.

Rosemarie and Tracy presented the 2022 proposed budget for submission to the Council.

John Valentine made the motion to approve the budget asking for an additional amount up to \$10,000 pending a review of a salary increase against the salary range of the position. Angela Bridygham seconded the motion.

Roll Call: David Higgins - abstained, Angela Bridygham – yes, John Valentine- yes, Jackie Nassry- yes, and Rosemarie Rosati – yes
Approved with 4 ayes; 0 nays; 1 abstention.

- b. House Committee- Ian Watts has emailed the contact that the Mayor provided to set up a time to review the state of the library building and put together a list of any work that may need to be done in the near future.
- c. Policy Committee- Given the technical nature of the new collection development policy, the committee decided to delay voting on it until the new director has a chance to review the details. The committee is also holding off on Strategic Planning.
- d. Friends of the Library- Rosemarie noted that she and Tracy attended a meeting with Donna Dean, President and Bill Gleba, Treasurer. They do not have final numbers, but it appears that the Tricky Tray fundraising event has generated a similar amount as last year, close to \$7,000. The group continues to struggle with building membership, instead relying on members from the Woman's Club to work at fundraising events.
- e. Social Media & Communication- There was no report from this committee as Frank was not able to join.

IX. OLD BUSINESS:

1. Rosemarie again observed that the board has remained at the minimum number of five community members and that we would do well to at least add one more member to avoid a crisis if a member has to resign precipitously.
2. Rosemarie told John Valentine, liaison to the Friends of the Library, that a Memorandum of Understanding was mentioned at the last meeting, with Bill Gleba reporting that the group is interested in created an MOU.

X. NEW BUSINESS:

John Valentine made a motion that Rosemarie Rosati be added as a co-signer for the library back account and Dave Higgins seconded that motion.
The motion was approved with 5- ayes, 0- nays, and 0- abstentions.

XI. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: There was no further comments or business.

XII. EXECUTIVE SESSION (as needed): No executive session was held.

XIII. ADJOURNMENT: Rosemarie adjourned the meeting at 7:57 PM.

Rosemarie Rosati
President

Cc: Board of Trustees (7) Washington Public Library
Tracy Quamme, Clerk