

MINUTES

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

Monday, January 24, 2022 7:00 PM

- I. **CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** Board president Rosemarie Rosati called the regular monthly meeting of the Washington Public Library Board of Trustees to order via Zoom at 7:02 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum was present.
- III. **ROLL CALL:** Board members Rosemarie Rosati, Angela Bridygham, Ian Watts, John Valentine, Acting Mayor Ethel Conry, and school superintendent Jackie Nassry were present. Frank May was absent. Library director Heidi Kaiven and clerk Tracy Quamme, were also present.
- IV. **APPROVAL OF THE MINUTES:** Angela motioned to approve the minutes for the Regular Monthly Meeting held on December 6, 2021. This motion was seconded by John. Motion approved with 5 ayes. There were no nays. Ethel abstained as she was not present for this meeting.
- V. **PUBLIC COMMENT/PRESENTATION:** As there were no members of the public on the call to comment, the board unanimously agreed to close this portion of the meeting.
- VI. **REPORTS:**
 1. President's Report- Rosemarie did not have a written report available, but she noted that she and John did go to the bank to have Rosemarie added as an authorized signer on the library's bank account in place of a former president of the Board.
 2. Treasurer's Report- John motioned to approve the treasurer's report, which was seconded by Angela.
Roll Call: Ethel Conry-aye, Rosemarie Rosati-aye, John Valentine-aye, Angela Bridygham-aye, Jackie Nassry-aye, Ian Watts-aye. There were no nays or abstentions.
Heidi also noted that she was requesting \$150 for the library's 2022 petty cash and change fund, to be distributed as follows: \$75 in petty cash, \$20 for the counter box (cash register), and \$55 in the cash box. John motioned to approve the requested amounts, which was seconded by Rosemarie.
Roll Call: Ethel Conry-aye, Rosemarie Rosati-aye, John Valentine-aye, Angela Bridygham-aye, Jackie Nassry-aye, Ian Watts-aye. There were no nays or abstentions.
 3. Director's Report- Heidi noted that the 2022 state annual report survey was received on January 17, 2022, and that she and Tracy would need to complete and return this by the March 15, 2022, due date. She also noted that she would be purchasing new books for the library via Baker and Taylor in the coming weeks, once we approved the draft collection development policy. Angela mentioned she is interested in learning more about the book purchasing process and would follow up with Heidi. John said that he had heard Governor Murphy's office was offering additional grants for New Jersey libraries, and he would be happy to work with Heidi on gathering more information. All other items included in the director's report are described below under the relevant sections for each committee report. Angela motioned to accept the director's report, which was seconded by Ethel. Motion approved with 6 ayes. There were no nays or abstentions.
 4. Committee Reports
 - a. Finance Committee: Tracy created a consolidated budget for 2022, which is clearer about all sources of funding received by library (both borough and in-house) and how these funds are used for the paying of

invoices. Angela motioned to approve the amended 2022 budget, which was seconded by John.

Roll Call: Ethel Conry-aye, Rosemarie Rosati-aye, John Valentine-aye, Angela Bridygham-aye, Jackie Nassry-aye, Ian Watts-aye. There were no nays or abstentions.

- b. House Committee: The library has had further issues with the heating system. Specifically, the motor for the unit which heats the back end of the library needs to be replaced, and the inducer for the front unit needs to be serviced as well. HVAC company Schaible's has inspected the system, as well as Jonathan from the Department of Public Works. Jonathan will be working with Schaible's to establish a routine maintenance service plan to avoid future issues. Heidi also noted that the new security cameras for the library have been successfully installed, but contractor Race Computer Services left a large amount of debris and damaged several ceiling tiles. Race subsequently replaced the ceiling tiles, but Tracy and fellow clerk Pam had to clean the dust and debris. Ethel noted that Jonathan should be the library's primary contact at the DPW for building issues moving forward; any correspondence with him should include borough manager Matt Hall as well.
- c. Policy Committee
 - Collection Development Policy: Heidi said that she reviewed the draft collection development policy and found it satisfactory. Ian motioned to approve and adopt the policy, which was seconded by Ethel. Motion approved with 6 ayes. There were no abstentions or nays.
 - Strategic Plan: The board decided to defer any discussion or action on our strategic plan at this time.
 - Mobile lending policy: The library has received 20 mobile Wi-Fi hotspots to loan out to patrons by virtue of the Emergency Connectivity Fund grant. The grant runs through the end of June 2022, even though we did not receive the approval until the end of last year. Heidi noted that the library can begin lending the devices once the mobile lending policy is approved. Angela motioned to approve and adopt the policy, which was seconded by Rosemarie. Motion approved with 6 ayes. There were no nays or abstentions.
- d. Friends of the Library: John noted that the FOTL will be proceeding with a tricky tray fundraising event in 2022. He was also concerned that the FOTL may not have yet filed the necessary paperwork to preserve its tax-exempt status. He will be reaching out to them for further information.
- e. Social Media & Communication: There was no report from this committee as Frank was not present.

VII. OLD BUSINESS:

1. Recruiting new Board Members: Angela said that she was reaching out to David Higgins to see if he was interested in joining the library board, now that he has stepped down as mayor of Washington Borough.
2. Friends of the Library Memorandum of Understanding-no update.

VIII. NEW BUSINESS: John motioned to have Angela Bridygham added as an additional signatory on the library's bank account. Rosemarie seconded. Motion approved with 6 ayes. There were no nays or abstentions.

IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: There were none.

X. EXECUTIVE SESSION: No executive session was necessary.

XI. ADJOURNMENT: The meeting formally adjourned at 8:01 PM.

Next meeting date is Monday, **February 28, 2022 @ 7 PM.**

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

Ian Watts, Secretary