

## DRAFT MINUTES

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

**Monday, April 25, 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 7:05 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 and Ian Watts were present in person and later joined by Angela Bridygham. Library director Heidi Kaiven and clerk Tracy Quamme were also present. Board members John Valentine, Deputy Mayor Ethel Conry, and school superintendent Jackie Nassry joined remotely. Frank May was absent. Prospective board member Kevin Noone joined as a guest.
- IV. **APPROVAL OF THE MINUTES:** Ethel motioned to approve the minutes for the Regular Monthly Meeting held on March 28, 2022, with the caveat that her title should be listed as "Deputy Mayor" instead of "Acting Mayor." This was seconded by Rosemarie. The motion was unanimously approved with no nays or abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** Donna Dean, President of the Friends of the Library, joined to provide a quick update on the state of the organization, which is a nonprofit that helps raise additional funds for the library. The FOTL is actively recruiting new members, as they will need assistance with this year's tricky tray event (especially with preparing the tickets on August 27, 2022, at 6 PM). They are also looking to organize a bus trip to a nearby casino as another fundraising opportunity. She invited the board to attend their next meeting on May 19, 2022, at 7 PM at the library.
- VI. **REPORTS:**
  1. **President's Report-**Rosemarie noted that physical books still account for three-quarters of publishing companies' revenue, and that in addition to providing access to these books, the library is focused on rebuilding our programming and serving the needs of the community. She also said that the building inspection has been completed, and we are looking into obtaining an additional shed for the Friends of the Library to store donations for the tricky tray event. She reached out to borough manager Matt Hall to confirm if a permit is necessary. Ian motioned to accept the President's Report, which was seconded by Ethel. Roll Call: Ethel Conry-aye, Jackie Nassry-aye, Rosemarie Rosati-aye, and Ian Watts-aye. There were no nays or abstentions.
  2. **Treasurer's Report-**Unfortunately Angela was not able to join the board at this point in the meeting to discuss the report, but Tracy noted that she has been working closely with Angela and appreciates her dedication. John motioned to accept the printed Treasurer's Report, which was seconded by Ian. Roll Call: Ethel Conry-aye, Jackie Nassry-aye, Rosemarie Rosati-aye, and Ian Watts-aye. There were no nays or abstentions.
  3. **Director's Report-**Heidi provided an update regarding the problem with the copier not working with the Jamex payment processing machine. In fact, the copier is simply not compatible with the machine. The vendor recommended two solutions: Either we obtain a new paystation to replace the Jamex or replace it with a laptop. Both options would increase the monthly lease fee (currently \$221 per month with 53 months remaining on the contract). We are asking the vendor for other options, as the copier was originally given to us on their recommendation. Heidi also noted that the library's renewed programming has been popular, especially the storytime events. Tracy said that the library will be starting up its Alzheimer's caregiver support group soon, and we have begun

providing notary services as well. Angela motioned to accept the Director's Report, which was seconded by John.

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

4. **Committee Reports**

- a. Finance Committee-Angela was now available to provide an update regarding the finance committee. Angela noted that she met recently with Rosemarie, Tracy and Heidi to review the budget, and it looks like we may be able to start restoring some of the library's reserves after several years of drawing upon it to offset lower funding that did not cover all expenses.
- b. House Committee-Angela confirmed that a group completed a walkthrough of the library building with the borough engineer, and we are waiting to receive back a report from him on any potential trouble areas. The building inspector was not available to join them at the time, and Angela will be following up to see if he is available for a second inspection. She will be checking to see if the engineer can return as well.
- c. Policy Committee-Heidi confirmed that the library does not have a policy for its meeting room now, and that she will be working with Ian to put together one in the coming weeks. Ian stated his intention to begin working with Heidi on a strategic plan over the summer when Heidi will have more time available to assist.
- d. Friends of the Library-No further report was provided for this agenda item, as Donna Dean spoke directly for the organization during the public comment section earlier.
- e. Social Media & Communication-The board agreed that we would be dropping this as a standard agenda item, as social media is now being managed by the younger staff members.

**VII. OLD BUSINESS:**

1. Hot Spots-Heidi noted that usage of the wi-fi hot spots remains low, although we are advertising them with signs on door. Tracy said she will reach out to borough manager Matt Hall to see if we can advertise their availability via Nixle community alerts. Ian will also reach out to the Family Guidance Center to see if they can also advertise the hot spots for those who may be struggling with reliable Internet access.
2. Recruiting new board members-The board anticipates Kevin Noone will be formally sworn in at the next library board meeting in May 2022. The board is still seeking at least one additional member.
3. Friends of the Library Memorandum of Understanding-The board agreed to place this agenda item on hold for the time being, due to the limited resources of the FOTL and their need to focus on fundraising events.

**VIII. NEW BUSINESS:** There was no new business discussed in the session.

**IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS:** There were no additional comments, announcements, or other business to discuss.

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

**XI. ADJOURNMENT:** The meeting formally adjourned at 8:14 PM.

Next meeting date is Monday, **May 23, 2022 @ 7 PM.**

Ian Watts, Secretary

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