

WASHINGTON BOROUGH PUBLIC LIBRARY
Board of Trustees Regular Monthly Meeting
May 23, 2022
Minutes

- 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 7:04 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum was present.
- III. **ROLL CALL:** Rosemarie Rosati was present in person at the library. Angela Bridygham, John Valentine, Kevin Noone and school superintendent Jackie Nassry all joined remotely. Ian Watts was absent. Deputy Mayor Ethel Conry participated via Zoom long enough to swear in new Board member, Kevin Noone, but then she had to leave the meeting. Library director Heidi Kaiven was also present in person at the library, and clerk Tracy Quamme participated via Zoom.
- IV. **APPROVAL OF THE MINUTES:** Angela motioned to approve the minutes for the Regular Monthly Meeting held on April 25, 2022. This motion was seconded by John. The motion was unanimously with 5 ayes, 0 nays and 0 abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** President Rosemarie Rosati opened up the audience portion of the meeting. With no one from the public present in person or on the Zoom call, this portion of the meeting was closed at 7:11 PM.
- VI. **REPORTS:**
 1. President's Report-Rosemarie reported that we are still working on the storage issue with the items being collected by the Friends of the Library for their Tricky Tray fundraiser. Matt Hall has advised that no permit is needed for a shed on Borough property if it is less than 250 square feet, but FOL is pursuing other storage options. Rosemarie also shared her great experience participating in the new library book club, saying that the group is a fine example of the excellent programming being offered currently at the library. Angela motioned to accept the President's Report, which was seconded by John. The report was approved with 5-eyes. There were no nays or abstentions.
 2. Treasurer's Report-There were no questions for the Treasurer about the report. Angela Bridygham motioned to accept the Treasurer's Report, which was seconded by John Valentine.
Roll Call: Angela Bridygham-aye, Jackie Nassry-aye, John Valentine-aye, Kevin Noone-aye, and Rosemarie Rosati-aye. There were 0-nays and 0-abstentions.
 3. Director's Report-Heidi highlighted the following items from her May
The Summer Reading Program will run from June 27, 2022, through August 25, 2022. Heidi will confer with Superintendent Nassry regarding opportunities for cooperation between the library and the elementary school summer reading initiative.
The DPW Supervisor has arranged for Schaible's to remove the HVAC unit that is thought to be causing the leak from the ceiling. The fire inspector came to inspect the library building at the end of April and found two violations. One was the missing ceiling tiles that the DPW Supervisor is waiting to replace after Schaible's completes the HVAC remediation in that area above the ceiling. The other was a dead battery in the emergency exit sign which is also being addressed by DPW.
Heidi is trying to get quotes from other copier vendors. Tracy reported that she just received contact information for the vendor used by the Borough which is more likely to be compatible with our payment system for the public to use when making copies.
Interest continues to grow in the book club. Several people have also expressed interest in an evening book club since they work during the day, but we need to find someone to facilitate a group in the evening.
Angela made the motion to approve the Director's report. The motion was approved with 5 ayes, 0 nays and 0 abstentions.

4. Committee Reports

- a. Finance Committee-Even though the Board has already approved the 2022 library budget which includes the salary increases for staff, the Borough needs to send specific approval of those increases to the State. Rosemarie Rosati made the motion that the Board of Trustees approve the salary increases for staff as detailed in the 2022 Washington Public Library budget and Angela Bridygham seconded that motion.
Roll Call: Angela Bridygham-aye, Jackie Nassry-aye, John Valentine-aye, Kevin Noone-aye, and Rosemarie Rosati-aye. There were 0-nays and 0-abstentions
- b. House Committee-Since the township engineer has not yet returned with the building inspector, Angela will again reach out by email to schedule that follow up inspection.
- c. Policy Committee- Ian sent an email update reporting that he met with Heidi to discuss a policy for the public's use of library facilities. Ian will be able to use a policy Heidi provided from the Pompton Lakes Library to draft a version that accounts for the specific situation of the WPL. Ian and Heidi are also planning to work on the Strategic plan over the summer. There are sample strategic plans for libraries online. Rosemarie had developed a draft in the past and wants to help with the development of a draft strategic plan to bring to the Board for their input and approval.
- d. Friends of the Library-The FOL May meeting still has to be rescheduled. We will follow up on the storage issue, the group's non-profit status and report to the state. John Valentine also wants to follow up on the activation of the Amazon Smile program to raise funds for the library. The FOL continues to struggle with attracting additional members who can assist with all fundraising efforts. Ian Watts' wife is planning to join.

VII. OLD BUSINESS:

1. Hot Spots-Heidi has requested an extension of the grant. If that is possible, Tracy can reach out to borough manager, Matt Hall, to see if we can advertise their availability via Nixle community alerts. Ian has reached out to his contact at the Family Guidance Center to ask about advertising the wi-fi hotspots for needy families in the borough who may also be using their services. The counselor said that she was not immediately aware of anyone among their clientele who would be interested in using them, but she would check with their management to see if we could perhaps give them flyers to put up in their offices or share. Ian will be following up with them again this week.
2. Recruiting new board members-The board enthusiastically welcomes Kevin Noone as its newest Trustee since he was formally sworn in at the beginning of this meeting. Given that Frank May is no longer participating, the board is still seeking at least one additional member. Councilwoman Josephine Noone has reached out to several potential candidates, but none were able to make a commitment at this time. We hope to bring more diversity to the Board of Trustees.

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: Rosemarie Rosati made the motion to formally adjourn the meeting at 7:37 PM, and John Valentine seconded the motion. The motion was approved with 5-ayes, 0-nayes and 0-abstentions.

Next meeting date is Monday, **June 20, 2022 @ 7 PM.**

Rosemarie Rosati, President

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