

MINUTES

WASHINGTON BOROUGH PUBLIC LIBRARY Board of Trustees Regular Monthly Meeting Thursday, November 10, 2022

Thursday, November 10, 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 7:06 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum was present.
- III. **ROLL CALL:** Angela Bridygham, Kevin Noone, Rosemarie Rosati, and Ian Watts were in attendance from the board. Library clerk Tracy Quamme also participated. Board vice president John Valentine, school superintendent Jackie Nassry, library director Heidi Kaiven, and mayor Louann Cox were not present.
- IV. **APPROVAL OF THE MINUTES:** Angela motioned to approve the minutes for the Regular Monthly Meeting held on September 26, 2022. This was seconded by Kevin. The motion was adopted unanimously with no nays or abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** There were no public presentations or comments.
- VI. **REPORTS:**
 1. President's Report-There was no president's report as Rosemarie has been away recently and has no new business to report.
 2. Treasurer's Report-The board again reviewed the treasurer's report provided by Angela, including the August and September bill lists. Angela motioned to accept both the treasurer's report and the August and September 2022 bill lists. This was seconded by Kevin.
Roll call: Angela Bridygham – yes, Ian Watts - yes, Rosemarie Rosati – yes, and Kevin Noone-yes. Approved with 4 ayes; 0 nays; 0 abstentions.
 3. Director's Report-Heidi was not available to provide the director's report as she is out of the country. Rosemarie and Tracy reviewed the essential items from the written report: The library has been able to address a number of longstanding issues with the improvement in our finances. Eight of 13 new computers have been installed so far and represent a distinct improvement for patrons over the old computers. Race Computer Services is supposed to come Friday, 11/11, to add more security cameras to the library grounds. The library also installed a new wi-fi router and recently received confirmation that our standard 1/3 mil will be an increase over last year's appropriation. Ian motioned to approve the director's report, which was seconded by Angela. Kevin and Rosemarie voted aye with no nays or abstentions.
 4. Committee Reports
 - a. Finance Committee-The board decided to hold off on approving the 2022 budget modification and the 2023 salary resolution until our next Regular Monthly Meeting on November 28, 2022. Rosemarie motioned that we approve the 2023 budget submission to Borough Council with the understanding that the salaries for the Director and main Clerk would be adjusted to reflect the 3.5% cost of living increase. The other clerk position salaries already incorporated their \$1/ hour minimum wage increase, but the COLA increase for the Director and main Clerk would be taken from one of the operating lines. This motion as seconded by Angela.
Roll call: Ian Watts – yes, Angela Bridygham – yes, Rosemarie Rosati – yes, Kevin Noone-yes. Approved with 4 ayes; 0 nays; 0 abstentions.
 - b. House Committee: The board decided to defer discussion of any further house issues until after the holidays in January 2023.

- c. Policy Committee: Ian noted that he and Heidi will continue working together on a strategic plan when Heidi returns from overseas.
- d. Friends of the Library: Ian mentioned that John had noted that the FOTL's Smile acct with Amazon should be reinstated to help provide an additional source of funding for the Friends. Ian said that he would be following up regarding the status of this with contacts at the FOTL.

VII. OLD BUSINESS: Ian noted that the board received tentative approval of the continuation of our federal wi-fi hotspot grant. Details will be confirmed upon Heidi's return.

VIII. NEW BUSINESS: No new business was discussed.

IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: There was no further comments, announcements, or business to discuss.

X. EXECUTIVE SESSION: No executive session was necessary.

XI. ADJOURNMENT: The meeting adjourned at 7:37 PM.

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

Ian Watts, Secretary

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