

## **DRAFT MINUTES**

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

**Monday, November 28<sup>th</sup>, 2023**

- 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:** Board president Rosemarie Rosati declared a quorum was present.
- III. **ROLL CALL:** Board members Angela Bridygham, Sheryl Newman, Kevin Noone, Rosemarie Rosati, Karen Castanhas, Ian Watts and School Superintendent Frank Esposito were present. Library staff members Heidi Kaiven and Tracy Quamme were also present. Mayor Ethel Conry was not able to attend.
- IV. **APPROVAL OF THE MINUTES:** Board member Ian Watts first motioned to approve the March 2023 minutes, which was seconded by Angela Bridygham. The motion passed with Rosemarie, Angela, Kevin, and Ian voting aye and no nays. Karen, Sheryl, and Frank abstained. Angela then motioned to approve the May 2023 minutes, which was seconded by Kevin. The motion passed with Angela, Kevin, Sheryl, Ian, and Rosemarie voting aye and no nays. Frank and Karen abstained. Kevin next motioned to approve the July 2023 minutes, which was seconded by Angela. The motion passed with Rosemarie, Kevin, Sheryl, Angela, and Rosemarie voting aye and no nays. Ian, Karen, and Frank abstained. Finally, Angela motioned to approve the September 2023 minutes, which was seconded by Sheryl. The motion passed with Frank, Angela, Sheryl, Kevin, and Rosemarie voting aye and no nays. Ian and Karen abstained. There was no meeting in October due to a lack of quorum.
- V. **PUBLIC COMMENT/PRESENTATION:** None.
- VI. **COMMUNICATIONS:** None.
- VII. **REPORTS:**
  1. President's Report-Rosemarie noted that there was no November report as she had been out of the country for a month, but she did review the October report she submitted before leaving since there was no meeting last month due to a lack of quorum. The jazz concert planned for September 23<sup>rd</sup> was cancelled due to bad weather. The borough manager had visited the library to review the building maintenance issues: the broken seals in some large windows, the interior wall blocks that are deteriorating, and the remaining issues with the boiler that is no longer in use. The manager suggested that the remaining water be drained. Also discussed was the desire to install an automatic door from the parking lot in order to better accommodate patrons with mobility issues. Finally, it was noted that the Trustees have completed all required continuing education credits for the board.
  2. Treasurer's Report-We reviewed the September and October treasurer's reports and noted that the library continues to do well in terms of current vs projected total spending for the year.  
Rosemarie motioned to approve the October treasurer's report and bill list with the removal of the line item for janitorial supplies, which was seconded by Ian.  
Roll Call: Angela-yes, Sheryl-yes, Kevin-yes, Frank-yes, Rosemarie-yes, and Ian-yes. Karen abstained.  
Rosemarie then motioned to approve the November treasurer's report and bill list, which was seconded by Kevin.  
Roll Call: Angela-yes, Sheryl-yes, Kevin Noone-yes, Karen-yes, Frank-yes, Rosemarie-yes, and Ian-yes.

3. Director's Report- Heidi noted that we will continue holding the Read to a Therapy dog programming twice per month. NORWESCAP is also hosting computer classes at the library which are open to patrons, and Josephine Noone from the community Green Team has reached out about doing a backyard habitat talk in the February. Heidi also reported that we had received a donated enhanced vision reader for those who have a vision impairment. We were also looking at options for digitizing our microform stock.
4. Committee Reports
  - a. Finance Committee-Angela notes that they held their most recent meeting on October 12, 2023. Rosemarie motioned to approve the 2023 in-house budget, which was seconded by Ian Watts. The motion passed with no nays or abstentions.  
Roll Call: Angela-yes, Sheryl-yes, Kevin-yes, Karen-yes, Frank-yes, Rosemarie-yes, and Ian-yes.  
Kevin then motioned to approve the proposed 2024 budget, which was seconded by Ian Watts. The motion passed with no nays or abstentions.  
Roll Call: Angela-yes, Sheryl-yes, Kevin-yes, Karen-yes, Frank-yes, Rosemarie-yes, and Ian-yes.  
Rosemarie then motioned to approve the October 2023 modifications to the 2023 budget, including adjusting salary expenses as those have been less costly than originally projected and moving the funds to operating lines that are absorbing higher expenses. This was seconded by Ian. The motion passed with no nays or abstentions.  
Roll Call: Angela-yes, Sheryl-yes, Kevin-yes, Karen-yes, Frank-yes, Rosemarie-yes, and Ian-yes.  
Finally, Angela motioned that we adopt Resolution 2023-1, which increases the hourly rate for staff members for the year 2024. This was seconded by Ian. The motion passed with no nays or abstentions.  
Roll Call: Angela-yes, Sheryl-yes, Kevin-yes, Karen-yes, Frank-yes, Rosemarie-yes, and Ian-yes.
  - b. House Committee-Heidi is applying for a grant to make the library entrance from the parking lot and the circulation desk more handicap-accessible. She reported that the library has had limited heat so the hours of operation have been reduced until the roof heating/cooling units are repaired. The needed parts have been ordered.
  - c. Policy Committee-Ian noted that he will be sending out a link (including QR code) for the community survey in order to solicit input for the update of the library strategic plan. Superintendent Frank Esposito indicated that he can circulate the survey to parents.
  - d. Friends of the Library-Unfortunatly, the FOTL has not met for several month. The FOTL will attempt to meet in December, at which point we should have further news regarding the next tricky tray event and hopefully an update regarding outstanding issues.

**VIII. OLD BUSINESS:** No additional old business was discussed.

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

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

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

**XII. ADJOURNMENT:** The meeting formally adjourned at 8:07 PM.

Next meeting date is Monday, December 18<sup>th</sup>, 2023.

Ian Watts, Secretary

C: WPL Board of Trustees (8)  
Heidi Kaiven, Director  
Tracy Quamme, Clerk