

MINUTES

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

Monday, December 18th, 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 at 7:00 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, and Ian Watts were present. Library director Heidi Kaiven and Mayor Ethel Conry also joined. School superintendent Frank Esposito and library clerk Tracy Quamme were not available.
- IV. **APPROVAL OF THE MINUTES:** Kevin motioned to approve the minutes for the Regular Monthly Meeting held on Monday, November 28, 2023. This was seconded by Sheryl. The motion passed with no nays or abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** None.
- VI. **COMMUNICATIONS:** None.
- VII. **REPORTS:**
 1. President's Report-Rosemarie discussed her recent meeting with the Friends of the Library on Monday, December 11. The FOTL mentioned their desire to hold the 2024 Tricky Tray at Belvidere Manor on 8/25, however their tax and nonprofit status issues remain outstanding. Rosemarie stated she did not want any further fundraising efforts to occur on behalf of the library until these issues are resolved, and any efforts that may have already begun should cease. FOTL president Donna Dean advised that they have sought the assistance of an accountant who is actively working on it now. Rosemarie motioned that the board issue a formal notice to the FOTL advising them to cease any fundraising efforts until their tax and nonprofit status issues are resolved. This was seconded by Angela Bridygham. The motion passed with no nays or abstentions.
 2. Treasurer's Report-No treasurer's report is available for December 2023.
Roll Call: Sheryl-, Kevin-, Rosemarie-, Karen-, and Ian-.
 3. Director's Report-Heidi advised that the heating system in the library has been repaired. Dog therapy sessions also resumed. The library will be receiving an additional \$34,000 for our 2024 budget from the Borough. This is due to an increase in the 1/3 mil the library is customarily entitled to. Heidi noted that she completed the accessibility grant application and submitted it to the American Library Association. As of now she is not certain when the awards will be announced.
 4. Committee Reports
 - a. Finance Committee-The committee has not had an opportunity to meet since November, so there was no new information to report. The Mayor noted that she will let us know when the Borough Council decides to review the 2024 budget, so we can have a representative available to participate if they have any questions.
Kevin then motioned to approve the proposed 2024 library budget, which was seconded by Ian. The motion passed with no nays or abstentions.
Roll Call: Sheryl-y, Kevin-y, Rosemarie-y, Karen-y, Ian-y, and Ethel-y.
 - b. House Committee-See the director's report regarding the repair of the heating system and the accessibility grant application.

- c. Policy Committee-Ian advised that he was having some issues with the website for posting the community survey, but will send the link to Angela for the QR code as soon as these are resolved and it is available.
- d. Friends of the Library-In addition to the concerns mentioned in the President's Report, the library responded to a FOTL request for additional information by giving them a list of all items we purchased using reimbursement from FOTL funds, such as large print items.

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

IX. NEW BUSINESS: Rosemarie noted that we will be having a reorganization session before the next monthly meeting in January 2024.

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 8:01 PM.

Next meeting date is Monday, January 22, 2024.

Ian Watts, Secretary

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