

MINUTES

WASHINGTON PUBLIC LIBRARY

20 West Carlton Avenue

Washington, NJ 07882

(908) 689-0201

Monday, January 22, 2024

- I. **CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** Board member Kevin Noone called the regular monthly meeting of the Washington Public Library Board of Trustees to order via Zoom and in-person at 7:00pm and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Board Member Kevin Noone declared a quorum was present.
- III. **ROLL CALL:** Board Members Kevin Noone, Angela Bridygham, Karen Castanhas, School Superintendent Frank Esposito were present, and Mayor Ethel Conry participated via Zoom. Rosemarie Rosati, Sheryl Newman, and Ian Watts were not able to attend. Library staff members Heidi Kaiven and Tracy Quamme were also present.
- IV. **APPROVAL OF MINUTES:** The December 2023 meeting minutes were not available.
- V. **PUBLIC COMMENT/PRESENTATION:** None.
- VI. **COMMUNICATIONS:** None.
- VII. **REPORTS:**
 1. President's Report - None.
 2. Treasurer's Report - Angela mentioned Tracy was not present at the December monthly meeting. We reviewed the November 2023 and December 2023 treasurer's report. Mayor Ethel Conry motioned to approve November 2023 treasurer's report, which was seconded by Kevin.

Roll call: Angela - yes, Kevin - yes, Karen - yes, Frank - yes, Mayor Ethel Conry - yes.

Mayor Ethel Conry motioned to approve December 2023 treasurer's report, which was seconded by Kevin.

Roll call: Angela - yes, Kevin - yes, Karen - yes, Frank - yes, Mayor Ethel Conry - yes.

We reviewed the December 2023 and January 2024 bill list. Kevin motioned to approve the December 2023 bill list, which was seconded by Mayor Ethel Conry.

Roll call: Angela - yes, Kevin - yes, Karen - yes, Frank - yes, Mayor Ethel Conry - yes.

Mayor Ethel Conry motioned to approve the January 2024 bill list, which was seconded by Kevin.

Roll call: Angela - yes, Kevin - yes, Karen - yes, Frank - yes, Mayor Ethel Conry - yes.

We reviewed the 2024 Proposed Budget, adjustments need to be made and we will review and vote on the budget at the February meeting.
 3. Director's Report - Heidi requested the board for the library to have 2024 petty cash on hand in the amount of \$150. Angela motioned to approve the petty cash amount, which was seconded by Kevin.

Roll call: Angela - yes, Kevin - yes, Karen - yes, Frank - yes and Mayor Ethel Conry - yes.

Heidi added the library is looking into a date for the 2022 audit with the new auditor, the library will start pajama time reading program. The reading program in the summer will have an added scavenger hunt.

The library will now be open on Saturdays before the following Monday holidays; Martin Luther King Day, Presidents Day and Veterans Day. The library cleaning person quit and Tracy is looking into a new cleaning company and will present the quote to the

finance committee.

4. Committee Reports:

- A. Finance Committee - Kevin as the new Treasurer will need to meet with Rosemarie at the bank.
- B. House Committee - next meeting we will review the 2024 budget.
- C. Policy Committee - Heidi to meet with Ian and get the survey information, Angela can supply the QR code if needed.
- D. Friends of the Library - Heidi spoke with Donna and was informed there is \$7,000. to be given to the library. Tracy mentioned the library is still owed \$2,000. from last year. Heidi to follow-up with Donna to receive a Check in the amount of \$9,000.

- VIII. **OLD BUSINESS:** No additional old business was discussed
- IX. **NEW BUSINESS:** There was no new business discussed in the session.
- X. **COMMENTS, ANNOUNCEMENT, AND OTHER BUSINESS:** Angela asked if she could access the library email on her cell phone. At this time there was a discussion of suggestions for accessing the library email via cell phones.
- XI. **EXECUTIVE SESSION (as needed):** No executive session was needed.
- XII. **ADJOURNMENT:** Kevin Noone made a motion to adjourn the meeting and Angela Bridygham second the motion. All were in favor. The meeting was formally adjourned at 7:34pm

Next meeting date is Monday, February 26, 2024.

Karen Castanhas, Board Member

CC: Board of Trustees (8) Washington Public Library
Heidi Kaiven, Director
Tracy Quamme, Clerk