

MINUTES

WASHINGTON PUBLIC LIBRARY
20 West Carlton Avenue
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Monday, December 6, 2021 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 in person and via Zoom call at 7 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum.
- III. **ROLL CALL:** Rosemarie Rosati, Angela Bridygham, Ian Watts, Mayor David Higgins, and Library Director Heidi Kaiven were present. Board members Frank May and John Valentine were absent, as was school superintendent Jackie Nassry. Clerk Tracy Quamme was also present.
- IV. **APPROVAL OF THE MINUTES:** Mayor Higgins made a motion to approve the minutes for the Regular Monthly Meeting held on October 25, 2021, as presented. He was seconded by Angela and Rosemarie. There were no nays. Ian abstained as he was not present.
- V. **PUBLIC COMMENT/PRESENTATION:** As there were no guests either in person or on Zoom to comment, Mayor Higgins motioned that we close this section of the meeting. This was seconded by Ian, Angela, and Rosemarie. There were no nays or abstentions.
- VI. **REPORTS:**
 1. President's Report- Rosemarie noted that we had finally had success with recruiting additional employees for the library. Heidi Kaiven accepted our offer to serve as the new director. She not only had all the relevant credentials but was available to work part-time and lives nearby. We also were able to hire another adult clerk to assist with evenings and perhaps Saturdays. We expect the other clerk previously hired to have greater availability beginning January 2022, at which point we could potentially expand the library's hours. Rosemarie noted that we would like to be open until 8 PM at least two evenings each week per state guidelines, though these guidelines were relaxed due to the ongoing COVID-19 pandemic.
 2. Treasurer's Report- David motioned to approve the treasurer's report for October and November 2021. This was seconded by Angela, Ian, and Rosemarie. There were no nays or abstentions.
 3. Director's Report- As Heidi just started, she has not had a chance to prepare a report for this month. She noted that her first report would be delivered in the January 2022 board meeting.
 4. Committee Reports
 - a. Finance Committee: Rosemarie said that borough manager Matt Hall asked us to reconsider the library budget by including more funding for the building and grounds. David indicated that these may be capital expenses that should be captured on the borough budget as the borough owns the building. He will discuss this question further with Matt to determine the best way to proceed in future budgets. In the meantime, David motioned to approve the amended 2022 proposed budget, which was seconded by Ian, Rosemarie, and Angela. There were no nays or abstentions. David also suggested taking the remaining excess funds (\$9,959.37) and permitting the library to buy books as the director and clerk Tracy Quamme see fit. Angela noted that the library needs to be sure to purchase age-appropriate books, considering the number of children who use the library. Heidi stated that she had experience working in the township school library and would be equally cautious and diligent in her approach to picking books for the borough library.

- b. House Committee- Tracy noted that the temperature in the library was lower than it should be despite the furnace appearing to function normally. A repairman had come to assess the heating system and determined that the bearings and motor for the fan mechanism need to be replaced. These parts should be available within a week, and in the meantime, we should avoid running the system at maximum capacity. We asked for a quote on the cost of the HVAC repair service and were waiting for a response. Tracy also noted that we had three bids for replacing the security cameras. We were originally interested in going with Race Computer Services, but the company was insisting on payment in full up front. The board suggested Tracy ask the company if they can accept an approved purchase order instead, which Tracy agreed to do. Ian said that he had also reached out again to Kevin Smith with the borough DPW to ask for assistance in completing a walk-through of the library grounds but had not received response yet. David indicated he would follow up with Kevin. Finally, new board member Angela said she was interested in taking over the house committee from Ian Watts, as she may have more capacity to respond and assist with issues during the day. We will make a final determination in the board reorganization meeting in January 2022.
- c. Policy Committee
 - Collection Development Policy: Heidi said that she would need time to review the policy and determine if any changes should be made. The board will defer a vote on adopting any policy until this has occurred.
 - Strategic Plan: The board also decided to defer any discussion or action on our strategic plan at this time.
- d. Friends of the Library: Rosemarie said that the Tricky Tray raised \$7259.86, which will be used to obtain physical books and subscriptions for virtual services (such as e-books, audiobooks, online magazines, etc.).
- e. Social Media & Communication: There was no report from this committee as Frank is not present.

VII. OLD BUSINESS:

1. Recruiting new Board Members: There are no potential prospects for the board currently. The board also discussed the need to confirm if Frank is still available to participate on the board, as he has not been able to join for some time. Rosemarie indicated she would reach out to Frank to confirm his interest in continuing to serve on the board.
2. Friends of the Library Memorandum of Understanding: There was no further discussion on this item as the board's liaison for to the FOTL, John Valentine, was unable to attend the meeting.

VIII. NEW BUSINESS: Ian said that the library had been approved for an Emergency Connectivity Fund grant to obtain mobile Internet hotspots, and a new contact from T-mobile had already reached out saying they are ready to move forward with the next step in the process. Ian will be sending all the relevant information to Heidi for her to pursue further. Tracy also suggested that the board consider meeting in November 2022 instead of skipping as we did in 2021. David motioned to accept this suggestion, which was seconded by Angela, Rosemarie, and Ian. There were no nays or abstentions.

IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: David noted that the budgetary situation for the borough has improved, and it may be possible for the council to provide additional funding to the library in 2022. Rosemarie said that the library should also look to increase the number of volunteers so we can offer additional services to patrons returning after we reopened. The board discussed the possibility of setting up a booth at community events in 2022 to better attract volunteers.

X. EXECUTIVE SESSION (as needed): No executive session was necessary.

XI. ADJOURNMENT: Angela motioned to adjourn the meeting at 8:37 PM, which was seconded by Ian, Rosemarie, and David.

Next meeting date is Monday, **January 24, 2022 @ 7 PM.**

Ian Watts, Secretary

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