

## **MINUTES**

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

**Monday, March 28, 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 7:00 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum was present.
- III. **ROLL CALL:** Board members Rosemarie Rosati, Angela Bridygham, Ian Watts, John Valentine, Deputy Mayor Ethel Conry, and school superintendent Jackie Nassry were present (Jackie joined remotely via Zoom). Frank May was absent. Library director Heidi Kaiven and clerk Tracy Quamme were present. Prospective board member Kevin Noone also joined.
- IV. **APPROVAL OF THE MINUTES:** John motioned to approve the minutes for the Reorganization Meeting and for the Regular Monthly Meeting, both held on January 24, 2022. This motion was seconded by Angela. The motion was unanimously approved. There were no nays or abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** As there were no members of the public on the call to comment, the board unanimously agreed to close this portion of the meeting.
- VI. **REPORTS:**
  1. **President's Report-** Rosemarie noted that we now have three adult clerks on staff at the library, which allows us to extend our business hours and make sure we met the qualifications for additional state funding. Ethel said that borough council had its first reading of a motion that would also provide additional funding for the library to cover recent building expenses during last week's council session; the motion is expected to be approved upon its second and final reading in the next council meeting. Angela motioned to accept the President's Report, which was seconded by Ian. The motion passed unanimously with no nays or abstentions.
  2. **Treasurer's Report-** Angela said she has fully assumed the role of treasurer and has met with Tracy twice to review the budget in greater detail. John motioned that we approve the January Treasurer's Report, which was seconded by Ethel. Roll Call: Angela Bridygham-aye, Ethel Conry-aye, Rosemarie Rosati-aye, John Valentine-aye, Ian Watts-aye, Jackie Nassry-aye. There were no nays or abstentions.  
Ethel then motioned to approve the February Treasurer's Report, which was seconded by Angela.  
Roll Call: Angela Bridygham-aye, Ethel Conry-aye, Rosemarie Rosati-aye, John Valentine-aye, Ian Watts-aye, Jackie Nassry-aye. There were no nays or abstentions.
  3. **Director's Report-** Heidi said that she and Tracy are continuing to work on the 2022 state annual report survey, which will be submitted by March 15, 2022. She observed that the library's extended business hours have been popular, especially on Saturdays. The copier has been causing issues as well; the machine to submit payments for copies is not functioning properly, apparently due to a hardware issue. She is working with the vendor to have this fixed as soon as possible. Meanwhile, they had purchased new keyboards for the library's computers. The library is also working on a new summer reading program, beginning in late June with weekly events (including a magician). The library is also resurrecting its book club, with the first meeting scheduled on April 26, 2022. Finally, Heidi said she had signed a letter retaining the services of last year's vendor for this year's audit (they were offering a discount for staying with them, and we were pleased with their service last year). Angela motioned to accept the Director's Report, which was seconded by John.

Roll Call: Angela Bridygham-aye, Ethel Conry-aye, Rosemarie Rosati-aye, John Valentine-aye, Ian Watts-aye, Jackie Nassry-aye. There were no nays or abstentions.

4. **Committee Reports**

- a. Finance Committee-Angela thanked Rosemarie for conducting an orientation meeting with her after her recent appointment as treasurer. She will be meeting with Rosemarie again on April 19, 2022, to continue reviewing the budget; other board members are welcome to join. Angela noted that we may move the costs for the copier over to the library side of the ledger soon.
- b. House Committee-Tracy said she was communicating with vendor Schaible's and Jonathan with the Department of Public Works regarding the boiler; the units on the library's roof appear to be providing both A/C and heat, so it is not clear if the boiler is actively contributing anything as well. They will experiment by turning the boiler off and see if it impacts the temperature within the library. Tracy also noted that the new cameras have been working well, and the library will be coordinating with DPW to track regular maintenance, such as the A/C filters.
- c. Policy Committee-We discussed the recent approval of the collection development and mobile lending policy, and the fact that the strategic plan has been put on hold. Heidi said that we may need to create a meeting room policy, as they have begun to get requests to use the library's public space again. Ian will follow up with Heidi to confirm if a policy already exists on file. If one does not exist, we should begin to draft one, using other libraries' policies as a baseline.
- d. Friends of the Library-John noted that the FOTL confirmed with him that they had submitted their paperwork to maintain the organization's tax-exempt status. John is also reaching out to potential new members to join the organization. The FOTL will begin meeting to prepare for this year's tricky tray fundraiser, which they would like to do more advertising to promote. We also discussed inviting the FOTL members to join our library board meetings in the future.
- e. Social Media & Communication- There was no report from this committee as Frank was not present. We will be placing this committee on hiatus.

**VII. OLD BUSINESS:**

1. Recruiting new Board Members-Kevin Noone is interested in joining the board, and he completed an application today. Ethel said that the council will consider his appointment at the earliest opportunity. Kevin said that he and his wife Josephine Noone are also planning to approach other people who may be interested in joining.
2. Friends of the Library Memorandum of Understanding-no update.

**VIII. NEW BUSINESS:** Heidi said that mobile wi-fi hotspots are now available, but none have been checked out yet. We may want to consider extending the length of time the hotspots can be used, or make the rental period renewable, to encourage more interest. We also discussed doing more advertising for them through social media or Nixle alerts.

**IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS:** The organizers of the farmer's market have offered the library a space to advertise the library this coming summer. Ian noted he has a canopy and table available if we decide to accept the offer.

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

**XI. ADJOURNMENT:** The meeting formally adjourned at 8:20 PM.

Next meeting date is Monday, **April 25, 2022 @ 7 PM.**

Ian Watts, Secretary

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