

WASHINGTON BOROUGH PUBLIC LIBRARY
Board of Trustees Regular Monthly Meeting
June 20, 2022
Minutes

- 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:** Angela Bridygham, Kevin Noone, Rosemarie Rosati, John Valentine, and Ian Watts were in attendance. Deputy Mayor Ethel Conry, library director Heidi Kaiven, and clerk Tracy Quamme also participated. School superintendent Jackie Nassry was not available to join.
- IV. **APPROVAL OF THE MINUTES:** Kevin motioned to approve the minutes for the Regular Monthly Meeting held on May 23, 2022. This motion was seconded by Angela. The motion was adopted with 4 ayes, 0 nays, and 2 abstentions (Ethel Conry and Ian Watts).
- V. **PUBLIC COMMENT/PRESENTATION:** There were no public comments or presentations.
- VI. **REPORTS:**
 1. President's Report- Rosemarie said that she got clarification from the NJ Library Association regarding what the board can and cannot do when we may not have a quorum. Officially, the board can approve reports and vote on any business that does not involve money (this would exclude the Treasurer's Report). Votes to approve reports were not strictly necessary unless the report involved financial matters. Finally, Rosemarie noted that the book club is continuing to do well, and the library may consider hosting an evening book club if we can find a facilitator.
 2. Treasurer's Report-Angela was unable to summarize the report on her personal computer due to technical difficulties, but the rest of the board reviewed the previously transmitted report and had no further questions. Ethel motioned to approve the Treasurer's Report, which was seconded by Rosemarie. The report was approved with six ayes. There were no nays or abstentions
 3. Director's Report-Heidi said that she is still waiting to schedule an appointment with the auditor. The library will be hosting a magic show this coming Monday, June 27, to kick off our summer reading program. Children are actively signing up for the program now. Schaible's completed its removal of the HVAC unit that was damaging the ceiling tiles, but we are still waiting for the damaged tiles to be replaced by the Department of Public Works. Finally, the current mobile hot spot usage period was extended by the federal government to January 2023. We applied for a waiver to apply past the deadline for a renewal of our grant. If approved, we will be able to keep the mobile hotspots through December 2023.
 4. Committee Reports
 - a. Finance Committee-Heidi and Angela will be meeting to discuss future goals for the committee and how frequently they will be meeting. They have not set a date yet.
 - b. House Committee-Rosemarie noted there was still uncertainty if DPW performed their second walkthrough of the library grounds or if we still needed to coordinate a date with them. She asked Angela and Heidi to forward her their most recent communication with Jonathan from DPW so she can follow up with him. The committee is concerned that the material the walls are made from is deteriorating and would like to discuss this with the DPW when they are available.
 - c. Policy Committee-Ian noted that he and Heidi will be meeting this coming Saturday, June 25, to continue discussing a policy for the use of the meeting room. The committee is aiming to present an initial draft to the board in July.
 - d. Friends of the Library- Rosemarie reported that the Friends of the Library meeting has not been rescheduled yet. She said that she recently ran

into Donna Dean from the organization, who said they were looking into options to obtain a free or donated shed. They were also looking into whether the Business Improvement District may have some storage space available. Rosemarie said that she is not certain if the FOTL are still participating in the Amazon Smile program and would confirm their status the next time she spoke with Donna.

VII. OLD BUSINESS:

1. Hot Spots- The current mobile hot spot usage period was extended by the federal government to January 2023. We applied for a waiver to apply past the deadline for a renewal of our grant. If approved, we will be able to keep the mobile hot spots through December 2023. The library will be sending out another public notification via Nixle that the hot spots are still available. The board also discussed posting a flyer near the community pool, which is scheduled to open Saturday, June 25.

VIII. NEW BUSINESS:

- a. The board discussed the possibility of maintaining a table at the pool to advertise the summer reading program, or possibly even hosting events there. Heidi said she would speak with borough manager Matt Hall regarding the feasibility of making any such plans, especially regarding the borough and library's liability.
- b. The board is still interested electronic doors for the library's entrance. The borough is not able to cover this directly, but the library may be able to cover it using the extra funds provided by the borough above the 1/3 mil. We will continue to monitor the budgetary trends as the year goes on to see if this is possible
- c. Kevin noted that he has many good quality books which he could donate to the library. Heidi asked Kevin to submit a list of titles to her and they will see which ones could be added to the collection pursuant to library policy.
- d. The board discussed the need to clean the vents. Due to all the HVAC work, a layer of dust has settled on furniture throughout the library. Heidi noted that she is seeking quotes from at least three contractors, including Breathe Easy Air Duct Cleaning and Schaible's. We are reaching out to an additional company called Duct Dudes as well.

IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: There was no further comments, announcements, or business to discuss.

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

XI. ADJOURNMENT: The meeting adjourned at 7:53 PM.

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

Ian Watts, Secretary

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