

MINUTES

WASHINGTON BOROUGH PUBLIC LIBRARY Board of Trustees Regular Monthly Meeting Monday, September 26, 2022

- I. **CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** Board vice president John Valentine called the regular monthly meeting of the Washington Public Library Board of Trustees to order via Zoom at 7:05 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** John declared a quorum was present.
- III. **ROLL CALL:** Angela Bridygham, Kevin Noone, John Valentine, and Ian Watts were in attendance from the board. Library director Heidi Kaiven and clerk Tracy Quamme also participated. School superintendent Jackie Nassry, board president Rosemarie Rosati, and mayor Louann Cox were not present.
- IV. **APPROVAL OF THE MINUTES:** John motioned to approve the minutes for the Regular Monthly Meeting held on July 25, 2022. This motion was seconded by Angela. The motion was adopted unanimously with no nays or abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** There were no public presentations, but Heidi and Tracy noted that they had received a letter from a patron thanking clerk Sinead Twohig for helping them use the library computers.
- VI. **REPORTS:**
 1. President's Report-There was no president's report as Rosemarie Rosati was not able to attend the session.
 2. Treasurer's Report-The board reviewed the treasurer's report provided by Angela, including the August and September bill lists. Angela motioned to approve the August bill list. This was seconded by John Valentine and approved unanimously with no nays or abstentions. Ian Watts then motioned to approve the September bill list. This was seconded by John Valentine and approved unanimously with no nays or abstentions.
 3. Director's Report-Heidi said that we received the draft auditor's report and are following up with the auditors regarding a few points they made. The auditors also recommended discontinuing our debit card and more clearly segregating employee duties that touched on money, but this is hard to do considering the small size of the library staff and the need for the team to be cross-functional for adequate coverage. Heidi also noted the conclusion of the summer reading program, which marked a successful post-COVID return to programming for the community. The carpet cleaning came out well, and we are considering having it done once or twice a year moving forward. Finally, Heidi said asked Race to provide a quote for more security cameras.
 4. Committee Reports
 - a. Finance Committee-Angela noted that she, Rosemarie, Heidi, and Tracy had met a couple weeks ago to discuss many topics. We are still waiting for the return of unused appropriations from 2021. Angela stated her intent to do line-item adjustments moving forward for any items that relate to borough appropriations. If any adjustments are necessary in our financial reports, we will consider them in the next finance committee meeting. Finally, the committee noted that we may have a small surplus at the end of the year that will allow us to consider purchasing more computers and additional security cameras. No date has been set yet for the next finance committee meeting; it will be scheduled once we hear back from the auditors.
 - b. House Committee-Heidi and Angela said the carpet was recently cleaned for the first time in quite a while, and it seemed to greatly improve the appearance of the carpet. We are considering having the carpet cleaning once or twice every year moving forward. We also obtained new chairs and are interested in replacing the tables in the

children's area. Unfortunately, we did not receive any further information from the borough engineer regarding an assessment of the property and any potential repairs which should be done. The board decided to table this issue until a new borough manager is available for us to work with.

- c. Policy Committee-The board reviewed the draft meeting room policy which Ian introduced in our last session in July. John Valentine motioned to adopt the policy. This was seconded by Angela. The policy was adopted unanimously with no nays or abstentions.
- d. Friends of the Library-Ian said that the Tricky Tray event was well-attended and appeared to have been a great success. The final number for how much was raised is not available just yet, as Bill has been on vacation. The board is looking at other options to raise money in the coming year.

VII. OLD BUSINESS: Heidi said that we have not received a response yet to the waiver she completed to extend the grant we received for the mobile hotspots. If the waiver is not approved, we may consider getting a smaller number of units from our current internet provider.

VIII. NEW BUSINESS: Heidi noted that board members need to obtain seven hours of continuing education credit to remain in good standing with the state, and she would be sending us more information about opportunities to fulfill this requirement. Kevin Noone said that he was interested in the library exploring further programming for adults, such as inviting local historians to discuss World War II and other subjects.

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

X. EXECUTIVE SESSION: No executive session was necessary.

XI. ADJOURNMENT: The meeting adjourned at 8:05 PM.

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

Ian Watts, Secretary

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