

MINUTES

WASHINGTON BOROUGH PUBLIC LIBRARY Board of Trustees Regular Monthly Meeting Monday, November 28, 2022

- 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 7:02 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum was present.
- III. **ROLL CALL:** Rosemarie Rosati, Kevin Noone, Jaqueline Nassry, and Ian Watts were present. Board members Angela Bridygham, John Valentine and Mayor Louann Cox were not present. Library director Heidi Kaiven and library clerk Tracy Quamme were also present.
- IV. **APPROVAL OF THE MINUTES:** Kevin Noone motioned to approve the minutes for the Regular Monthly meeting held on November 10, 2022 (which was rescheduled from October 24, 2022, due to the lack of a quorum on the original meeting date). This was seconded by Rosemarie Rosati and Ian Watts. The motion passed with 3 ayes, no nays, and Jackie Nassry abstained as she was not present for the November 10, 2022, meeting.
- V. **PUBLIC COMMENT/PRESENTATION:** There were no public presentations or comments.
- VI. **REPORTS:**
 1. President's Report-Among other items, Rosemarie noted that the library is looking at organizing additional adult programming since the children's programming carried out over the summer was a success. She also encourages continued presentations to the borough council to ensure they are informed about library operations and activities. Ian Watts motioned to approve the president's report. This was seconded by Kevin Noone. The motion passed with 4 ayes, no nays and no abstentions:
 2. Treasurer's Report-Rosemarie provided the report on behalf of Angela, who was unable to attend. Rosemarie said that we are still waiting to see if we will receive the remaining balance of what was unspent for this year's budget. Ian Watts motioned to approve the treasurer's report and bill list for November 2022. This was seconded by Kevin Noone.
Roll call: Rosemarie Rosati-yes, Kevin Noone-yes, Ian Watts-yes, Jackie Nassry-yes.
Approved with 4 ayes, no nays, no abstentions.
 3. Director's Report-Heidi noted that Race has installed new security cameras. The library also has a new charging station for patrons to use as well. She advised the board that we need to complete our required professional development hours, and that the library staff has been covering for the housekeeper, who has been out since September 2022.
Ian Watts motioned to approve the director's report. This was seconded by Kevin Noone. The motion passed with 4 ayes, no nays, and no abstentions.
 4. Committees:
 - a. Finance Committee: Rosemarie reviewed the proposed 2022 budget modification with the Trustees. Rosemarie Rosati motioned to accept the 2022 budget modification, which was seconded by Ian Watts.
Roll call: Rosemarie Rosati-yes, Kevin Noone-yes, Ian Watts-yes, Jackie Nassry-yes. Approved with 4 ayes, no nays, no abstentions.
The board then discussed the 2023 salary resolution based on the final 2023 budget, which would include a 3.5% increase. Ian Watts motioned to approve the 2023 salary resolution, which was seconded by Kevin Noone. Roll call: Rosemarie Rosati-yes, Kevin Noone-yes, Ian Watts-yes, Jackie Nassry-yes. Motion passed with 4 ayes, no nays, no abstentions.

- b. House Committee-Heidi noted that DPW has not followed up with her regarding changing the filters for the HVAC units on the roof nor with establishing a regular maintenance schedule for HVAC system. She said that the library will most likely use any remaining funds from the borough appropriation to make our own arrangements with an outside vendor. There were no other items to discuss as Angela was not present.
- c. Policy Committee-Ian Watts noted that he will begin working with Heidi on the strategic plan in the weeks to come and that work will probably accelerate after the holidays. Heidi noted that she obtained a book on strategic planning for libraries which we could use as a guide.
- d. Friends of the Library-Ian Watts noted that the Friends of the Library's next board meeting is 12/8 and that he would attend if possible. The organization is still working on completing the final paperwork that needs to be filed with the state regarding the tricky tray event.

VII. OLD BUSINESS: There was no old business to discuss.

VIII. NEW BUSINESS: No new business was discussed.

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

X. EXECUTIVE SESSION: No executive session was necessary.

XI. ADJOURNMENT: Kevin Noone motioned to adjourn the meeting, which was seconded by Rosemarie. Motion approved with 4 ayes, no nays and no abstentions. The meeting adjourned at 7:53 PM.

Next meeting date is Monday, **December 19, 2022 @ 7 PM.**

Ian Watts, Secretary

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