

## **MINUTES**

### **BOARD OF TRUSTEES MEETING**

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

**Monday, July 24, 2023**

- 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 7:01 PM EST and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Board president Rosemarie Rosati declared a quorum was present.
- III. **ROLL CALL:** Board members Angela Bridygham, Sheryl Newman, Kevin Noone, and Rosemarie Rosati were present. Board members Ian Watts, Mayor Ethel Conry and the School Superintendent were not available. Director Heidi Kaiven and staff member Tracy Quamme were also present.
- IV. **APPROVAL OF THE MINUTES:** Approval of the March and May minutes were tabled again until the next meeting as there were only three Trustees present who participated in those meetings.  
  
Angela Bridygham made the motion to approve the minutes for the April 24, 2023 minutes and Kevin Noone seconded the motion. The motion was approved by unanimous consent with 4 ayes, no nays and no abstentions.
- V. **PUBLIC COMMENT/PRESENTATION:** Donna Dean, Friends of the Library President spoke about the Tricky Tray event scheduled for September 10<sup>th</sup> at Hawke Point. A small group of devoted volunteers has solicited donations, and they have begun assembling baskets. They have also purchased larger prizes. Donna asked for assistance from Board members on the day the event, especially with counting the money. Volunteers are needed the day of the event with set up and selling tickets.
- VI. **COMMUNICATIONS:** None.
- VII. **REPORTS:**
  1. President's Report-Rosemarie focused on plans for a music event scheduled for 9/23 which is aimed on building public awareness and appreciation of the library. She also reminded Trustees of training opportunities for continuing education, asking that any hours be reported to Tracy.
  2. Treasurer's Report-Angela and Tracy discussed the financial documents. They reported that a request has been made to the Borough for the balance of the appropriation that was not spent in 2022. Kevin Noone motioned to approve the treasurer's report and bill list for June 2023, which was seconded by Angela Bridygham. Roll Call: Angela Bridygham-yes, Sheryl Newman-yes, Kevin Noone-yes, and Rosemarie Rosati-yes.
  3. Director's Report-Heidi Kaiven reported that the summer reading program "craftivities" have been sparsely attended despite the large turnout for the program's kick-off, Zoophoria. Heidi also stated that she has invited the new borough manager, Brian Bond, to take a tour of the library facility.
  4. Committee Reports
    - a. Finance Committee-A modification of the 2023 budget was reviewed. The update is needed to reallocate the underspending that is occurring in the personnel section of the budget to operating lines. Angela Bridygham made the motion to approve the budget modification and Kevin Noone seconded the motion. Roll Call: Angela Bridygham-yes, Sheryl Newman-yes, Kevin Noone-yes, and Rosemarie Rosati-yes.

- b. House Committee- When Brian Bond visits the library, we will review the long standing maintenance issues along with the idea of installing an automatic door from the parking lot in order to accommodate patrons with mobility issues.
- c. Policy Committee-Trustees agreed that the draft survey that will be used is to obtain community feedback regarding priorities for the strategic plan is good to use with the questions that Ian included. Ian will generate a QR code that can be distributed for Borough business and churches to post.
- d. Friends of the Library-Donna Dean has indicated that she has not been able to reach Bill Gleba, the treasurer, in order to schedule a meeting.

**VIII. OLD BUSINESS:** There was no old business to discuss.

**IX. NEW BUSINESS:** Tracy informed the board that there will be an update about library programming in the July edition of the *Messenger*.

**X. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS:** None.

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

**XII. ADJOURNMENT:** Angela Bridygham motioned that the board adjourn, which was seconded by Sheryl Newman and approved unanimously. The board adjourned at 8:02 PM.

Rosemarie Rosati, President

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