

MINUTES

BOARD OF TRUSTEES MEETING

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

Monday, May 22, 2023 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 7:02 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 Sheryl Newman, Kevin Noone, Rosemarie Rosati, and Ian Watts were present. Angela Bridygham, and Mayor Ethel Conry were not able to attend. Library staff members Heidi Kaiven and Tracy Quamme were also present
- IV. **APPROVAL OF THE MINUTES:** Approval of the March minutes was tabled until the next meeting as there were only three Trustees present who participated in the March 2023 meeting. The board instead approved the minutes for the Re-organizational and the Regular Monthly Meeting held on January 23, 2022, by unanimous consent.
- V. **PUBLIC COMMENT/PRESENTATION:** None.
- VI. **COMMUNICATIONS:** None.
- VII. **REPORTS:**
 1. President's Report-Rosemarie noted that in an effort to rebuild adult programming, she has been contacting possible presenters, including the Warren County Garden Club. She was able to schedule a presentation by Mike Helbing from the Historical Society on the Morris Canal between Phillipsburg and Hackettstown on June 1st at 6:30pm. A friend of hers is also doing a presentation titled, "Eastern and Southern Africa-A Photographic Journey" on May 25th at 6:30pm. His photographic safari will explore Botswana, Zimbabwe, Zambia, South Africa, Rwanda, Uganda, and Tanzania.
 2. Treasurer's Report-Angela not present, but the board reviewed her report and bill list for May 2023. Rosemarie noted that \$16K was left over from last year's boro appropriation to the library. Tracy and Heidi said that they will be formally requesting that it be transferred back to the library so we can build back up our reserves after several difficult financial years due to COVID-19. They also pointed out that the library is currently underspending YTD actuals vs estimated, which means we may have extra funds at the end of the fiscal year to address some pending priorities.
Rosemarie motioned to approve treasurer's report and bill list for May 2023, which was seconded by Kevin.
Roll Call: Kevin Noone-y, Sheryl Newman-y, Rosemarie Rosati-y, Ian Watts- y.
 3. Director's Report-Heidi said that she is working on an employee checklist to accompany performance reviews every 6 months. She will seek board approval of the checklist once it has been finalized. She also noted that the library clerk will be going back to school, but we are not looking to replace them due to sufficient coverage with existing staff. Finally, she observed that the new computer for the circulation desk is fully set up.
 4. Committee Reports
 - a. Finance Committee-the latest audit is complete and the final payment for the auditors' services has been made. There were three findings. The use of the debit card has since been eliminated. The Board now has a better process for keeping budget modifications up to date. The

segregation of fiscal duties is much more difficult to address due to the limited number of administrative staff.

- b. House Committee-Heidi said that they have decided to wait for the new borough manager to fully assume his responsibilities before addressing our current maintenance and house issues. The new manager was recently hired by the boro but has not been fully onboarded yet.
- c. Policy Committee-Ian said that he has completed a draft list of questions for a community survey. The goal of the survey is to obtain feedback from patrons regarding what priorities the strategic plan should address. Board members to review draft list and provide any feedback before we move ahead with disseminating the survey.
- d. Friends of the Library-The board noted that the FOTL has set a date for the Tricky Tray, which will occur at Hawke Pointe this year. The board is interested in potentially pursuing joint public awareness events with the FOTL as well, such as a parking lot cook-out/BBQ. Ian to follow up with FOTL contacts to gauge their interest.

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

IX. NEW BUSINESS: The board discussed the library's interest in possibly doing more print advertising to attract more patrons, especially for our programming. This may help reach an older audience that is not necessarily very "online" and see our announcements in social media and other virtual venues.

X. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: Heidi said that the library may want to change the number of books people can currently take out at a time (currently 25, would like to adjust to a maximum of 10). She further specified that she is also considering different limits for children vs new adult hardcover books. She will review the changes with the board once they are finalized.

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

XII. ADJOURNMENT: Kevin motioned that the board adjourn, which was seconded by Sheryl and agreed upon by all members present. The board adjourned at 8:08 PM.

Ian Watts, Secretary

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