# MINUTES

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

## Monday, February 26th, 2024

**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 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 Rosemarie Rosati, Kevin Noone, Angela Bridygham, Sheryl Newman, school superintendent Frank Esposito and Ian Watts were present, and Mayor Ethel Conry participated remotely. Board member Karen was not available to join. Library director Heidi Kaiven and library clerk Tracy Quamme were also present.

**IV. APPROVAL OF THE MINUTES:** Rosemarie motioned to approve the minutes for the Regular Monthly Meeting held in December 2023. This was seconded by Angela. The motion passed with six (6) ayes, no nays and one abstention (Frank). Angela then motioned that we approve the minutes for the Regular Monthly Meeting held in January 2024. This was seconded by Kevin. The motion was approved with five (5), no nays and two abstentions (Ian and Sheryl). The board deferred a vote on the minutes from the reorganization meeting in January 2024 until board member Karen would be available to participate.

**V. PUBLIC COMMENT/PRESENTATION:** None.

**VI. COMMUNICATIONS:** None.

**VII. REPORTS:**

1. President's Report-Rosemarie said that she is working with Heidi to provide more programing for adults, especially in the evening. We have reserved time for a wildlife photographer in March 2024 and are looking to have a local historian come in as well.
2. Treasurer's Report-We discussed the bill list and January 2024 treasurer's report. Angela motioned to approve the bill list and treasurer's report, which was seconded by Sheryl.bill list and Jan treasurer's report
   Roll Call: Angela-y, Sheryl-y, Kevin-y, Rosemarie-y, Ethel-y, Frank-y, and Ian-yes. There were no nays or abstentions.
3. Director's Report-Heidi said that the 2022 audit has been completed with the new auditor, and we are waiting on the final numbers to complete the 2023 audit. The new cleaning company started work at the library, and she has already noticed a big improvement. We are planning to leave Cloud Library and continue to use Hoopla, which is more popular. An employee recently left, but we are covering the needed shifts by adjusting the schedule of the remaining employees. Finally, we did receive the $10K grant from the American Library Association to upgrade the doors and make them Americans with Disabilities Act-compliant. She expects the funds to come in March 2024, at which point we will have 12 months to spend it. Heidi will attend the coming council meeting to announce the grant and provide other updates about the good work of the library.
4. Committee Reports
   a. Finance Committee-Angela recently held her last finance meeting as the head of this committee. They discussed cleaning options and decided on the most affordable option. Kevin will be taking over as the head of the committee and coordinate their next meeting on April 4, 2024. We expect Angela, Rosemarie, Heidi and Tracy to continue participating in the committee. Other board members are also welcome to join the meetings.

b. House Committee-Sheryl will be coordinating this committee now and reaching out to the boro government regarding the automated doors.
c. Policy Committee-Heidi expressed a preference to using Google Forms instead of Surveymonkey to conduct the survey. We decided to begin advertising the survey and will keep it open for responses for at least 30 days.
**d.** Friends of the Library-The board discussed their concern that the Friends of the Library appear to be moving forward with planning a tricky tray event for 8/24/24 at Warren Tech, even though they are still waiting for a response regarding the paperwork submitted to the IRS. The board decided that we were not comfortable with any new event proceeding until all outstanding issues have been resolved. Rosemarie said she will send formal notice to the head of FOL that they not to proceed with any further fundraising until the board notifies them that we are satisfied that all compliance issues have been resolved. Rosemarie will also notify them that we need to establish a Memorandum of Agreement between the Washington Public Library Board of Trustees and the Friends of the Library group that includes a system of controls for fundraising efforts.

**VIII. OLD BUSINESS:** No additional old business was discussed.

**IX. NEW BUSINESS:** The mayor advised that the borough government is setting up a new website and will be updating info shown there re: library board meetings. Any sort of updates should be communicated to the borough manager. Heidi said that the library is also interested in pursuing a new web designer in the near future.

**X. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS:** There were no additional comments, announcements, or other business to discuss.

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

**XII. ADJOURNMENT:** The meeting formally adjourned at 8:14 PM.

Next meeting date is Monday, March 25, 2024.

Ian Watts, Secretary

Cc: Board of Trustees (8) Washington Public Library
Heidi Kaiven, Director
Tracy Quamme, Clerk