MINUTES

BOARD OF TRUSTEES MEETING

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

April 24, 2023 at 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 7:01 PM EST and read the Open Public Meeting Act.

II. DECLARE A QUORUM: Board president Rosemarie Rosati declared a quorum was present.

New Board of Trustee member, Sheryl Newman, was sworn into office by Mayor Ethel Conry.

III. ROLL CALL: Board members Ethel Conry, Rosemarie Rosati, Angela Bridygham, Kevin Noone, and Sheryl Newman were present. Ian Watts and Jackie Nassry were not able to participate. 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 were able to vote since they participated in the March meeting.

V. PUBLIC COMMENT/PRESENTATION: None.

VI. COMMUNICATIONS: A patron sent a text complimenting the Storytime on 4/12/23. The patron reported that a grandmother of a family who recently relocated from Texas told her that she "loved' the program.

VII. REPORTS:

1. President's Report-Rosemarie reported that she attended the Borough Council meeting on April 4th to review our revised budget submission. That submission eliminated the $10k of funding we had requested in addition to the required 1/3 mil appropriation. She was clear that we removed the $10k from the building maintenance line with the thought that the Council might prefer that the Borough hold those funds since they own the building. She told the council members that library staff would continue to collaborate with DPW regarding preventative maintenance and work with Borough staff to open purchase orders when an outside vendor/contractor is needed. The members had no questions, and the mayor provided reassurance that they had budgeted money for the Borough for this purpose.
2. Treasurer's Report-it was again noted that there is about $10k of underspending to date under the personnel section of our Borough budget. This underspending more than offsets the increased cost in utilities.
   Kevin motioned to approve the treasurer's report. This was seconded by Sheryl.
   Roll Call: Ethel Conry-yes, Kevin Noone-yes, Sheryl Newman-yes, Angela Bridygham-yes, Rosemarie Rosati-yes.
   Rosemarie then motioned to approve the March Bill List. This was seconded by Ethel.
   Roll Call: Ethel Conry-yes, Kevin Noone-yes, Sheryl Newman-yes, Angela Bridygham-yes, Rosemarie Rosati-yes.
3. Director's Report-Heidi said that she contacted The Warren High School Human Rights Club to share the Board's concerns about the liability of having the food pantry on library property, particularly the risk of expired food. Upon further discussion with regard to the availability of another food pantry in downtown Washington, the Trustees agreed that it was not advisable to pursue this further given the liability risk.

The summer reading program kick-off program scheduled for June 22 at 2 pm. Zoophoria is going to be bringing some creatures to show the kids. We are also going to have Hope's Promise bring a miniature horse for the closing program on August 15 at 11 am. There will also be "craftivities" weekly throughout the summer.

We are working on expanding adult programming, and the new Scrabble group has started with games purchased by the Woman's Club.

4. Committee Reports

a. Finance Committee- Angela made the motion to approve the revised Borough budget removing the $10k from the Building Maintenance line, and thus lowering the total budget by this amount.
Roll Call: Ethel Conry-yes, Kevin Noone-yes, Sheryl Newman-yes, Angela Bridygham-yes, Rosemarie Rosati-yes.
Rosemarie made the motion to approve the further modification of the Borough budget to better accommodate current expenses, especially the increase in utility costs. Kevin seconded the motion.
Roll Call: Ethel Conry-yes, Kevin Noone-yes, Sheryl Newman-yes, Angela Bridygham-yes, Rosemarie Rosati-yes.

b. House Committee-Tracy reported that the DPW has changed the filters on the HVAC units on the roof. Ethel suggested that we meet with the new Borough manager when that person starts so we can assure smooth cooperation with DPW. We will also need the manager to intervene with the Township Engineer so we can finalize their review of the library building issues.

c. Policy Committee-no meeting to report.

d. Friends of the Library-scheduled meetings have been cancelled.

VIII. OLD BUSINESS: Heidi continues to work with T-Mobile regarding the Hot Spots. They do not seem interested in collecting the equipment. Heidi try to get an answer as to whether we are free to donate the Hot Spots to a group like Ghana 4E since they send much needed computer equipment to Ghana.

IX. NEW BUSINESS: None.

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

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

XII. ADJOURNMENT: Rosemarie motioned that the board adjourn. This was seconded by Angela. The motion passed unanimously with five ayes and no nays. The board adjourned at 8:11 PM.

Rosemarie Rosati, President

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