MINUTES

WASHINGTON BOROUGH PUBLIC LIBRARY
Board of Trustees Regular Monthly Meeting
Monday, January 23, 2023

Monday, January 23, 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 7:00 PM EST and read the Open Public Meeting Act.

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

III. ROLL CALL: Board members Rosemarie Rosati, Ian Watts, Angela Bridyham, Kevin Noone, and Mayor Ethel Conry were present. Jacqueline Nassry and John Valentine were absent. Library director Heidi Kaiven and library clerk Tracy Quamme were also present.

IV. APPROVAL OF THE MINUTES: Ian Watts motioned to approve the minutes for the Regular Monthly Meeting held on November 28, 2022. This was seconded by Kevin Noone. The motion passed with 3 ayes, no nays, and two abstentions (Angela Bridyham and Ethel Conry).

V. PUBLIC COMMENT/PRESENTATION: There were no public presentations or comments.

VI. REPORTS:

1. President's Report-Rosemarie thanked Heidi for improvements to the management of the library since Heidi took over as director. She noted that Heidi's first performance review needed to be completed, and Ian agreed to assist with this process along with Rosemarie. Rosemarie said that the New Jersey Library Associate recording of their 2022 Institute was a great opportunity for continuing education for board members. The keynote presentation on promoting diversity and equity in library services, policies, staff and Board of Trustee membership provided a tip to reach out to the local AME Church for recruiting potential Board members and for securing feedback on our services. Since the board is still seeking new members, Rosemarie did send an email but wasn't sure that it had been received. Ethel mentioned that she is a member of the Washington AME and offered to assist with the connection. Rosemarie also reported on an excellent presentation regarding book challenges. She noted that there has been long history of challenges dating back to the end of the Civil War. Current challenges have been primarily focused on the sexual content of books and more recently on Critical Race Theory, but the challenges have not focused on issues like violent content. The speaker also pointed out that the old vice laws from early 1900's had included exemptions for library staff and Board members but that those protections are now being amended. The speaker advised Boards to be prepared by ensuring that staff are trained, that Trustees become a cohesive team with a consistent approach, that they review policies, work well with Town officials and ensure that they have access to an attorney.
2. Treasurer's Report for December 2022-Ethel Conry motioned to approve the treasurer's report and bill list for December 2022, which was seconded by Ian Watts.
   Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Ethel Conry-yes, Kevin Noone-yes, and Ian Watts-yes.
   Approved with 5 ayes, no nays or abstentions.
3. Treasurer's Report for January 2023-Ian Watts motioned to approve the treasurer's report and bill list for January 2023, which was seconded by Ethel Conry.
   Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Ethel Conry-yes, Kevin Noone-yes, and Ian Watts-yes.
   Approved with 5 ayes, no nays or abstentions.
4. Director's Report-Heidi said that she is still waiting to hear back from the auditors about the questions she submitted to them regarding their preliminary report.

The library is also seeking to replace one of our adult clerks who is departing soon, and we will continue to build out our programming with Take Your Child to the Library Day on February 4, 2023. Finally, Heidi noted that she was interested in updating our temporary resident policy in response to questions from the public about how they can qualify for a card if they live in the borough but do not have any formal documentation. The board decided to take a separate vote on this issue.
Heidi asked that the board adopt a new library card policy which she amended to say that the library would accept a notarized letter from the Washington resident with whom the applicant is living as proof of their residency for their library card.
Rosemarie motioned to accept the new library card policy, which was seconded by Ian Watts.
Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Ethel Conry-yes, Kevin Noone-yes, and Ian Watts-yes.

Rosemarie Rosati motioned to accept the director's report for January 2023, which was seconded by Angela Bridygham.
Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Ethel Conry-yes, Kevin Noone-yes, and Ian Watts-yes.
Approved with 5 ayes, no nays or abstentions.

5. Committee Reports
    a. Finance Committee-There were no updates regarding the finance committee due to the recent holidays.
    b. House Committee-There were no updates regarding the house committee, also due to the recent holidays.
    c. Policy Committee-Ian said that he will be meeting with Heidi on Monday, February 6th, 2023, for our first discussion. We plan to review the research Heidi obtained regarding drafting a strategic plan and bring in additional board members and/or community members for feedback and assistance once an initial draft is ready.
    d. Friends of the Library-Rosemarie noted that she attended a recent meeting of the Friends of the Library. FOTL secretary Bill reported that the organization would be able to give the library about six thousand dollars from the recent tricky tray event. The final Federal tax filing is still pending, and the State filing still needs to be completed.

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

VIII. NEW BUSINESS: Heidi asked that the library board approve the 2023 petty cash and change fund. This would allow $75 in petty cash, $20 in the counter box (cash register), and $55 in the cash box, for a total of $150. Rosemarie motioned to accept these amounts for the petty cash and change fund, which was seconded by Angela.
Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Ethel Conry-yes, Kevin Noone-yes, and Ian Watts-yes.
Approved with 5 ayes, no nays or abstentions.

IX. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: Heidi asked that the board consider a resolution for donating the library's recently replaced older computers to the First Foundations Christian School.
Rosemarie made the motion to approve the resolution for donating computers to First Foundations Christian School, and Angela Bridygham seconded it.
Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Ethel Conry-yes, Kevin Noone-yes, and Ian Watts-yes.
Approved with 5 ayes, no nays or abstentions.

X. EXECUTIVE SESSION: No executive session was necessary.

XI. ADJOURNMENT: Angela motioned that the board adjourn at 7:55 PM, which was seconded by Kevin Noone. All board members voted aye (5) with no nays or abstentions.

Next meeting date is Monday, **February 27, 2023 at 7 PM**.

Ian Watts, Secretary

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