MINUTES

BOARD OF TRUSTEES MEETING

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

Monday, March 27, 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 7:00 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, Angela Bridygham, Ian Watts, and Kevin Noone were present. Jackie Nassry participated via Zoom. Board members, Mayor Ethel Conry and John Valentino were not available. Library staff members Heidi Kaiven and Tracy Quamme were also present. Guests included Reverend Alston of the local AME church and Sheryl Newman, potential board members.

IV. APPROVAL OF THE MINUTES: Kevin motioned to approve the minutes for the reorganization meeting held on January 23, 2023. This motion was seconded by Angela. The motion passed with five ayes and no abstentions. Angela then motioned to approve the minutes for the regular monthly meeting held on January 23rd, 2023. This was seconded by Kevin. The motion passed with four ayes and one abstention, Jackie Nassry. Finally, Rosemarie motioned that we approve the minutes for the second monthly meeting held on November 28, 2022. This was seconded by Kevin. The motion passed with four ayes and one abstention, Angela.

V. PUBLIC COMMENT/PRESENTATION: Guests Reverend Alston and Cheryl Newman spoke of their interest in joining the library board. We discussed the steps they would need to take to submit a volunteer application to the borough council for consideration.

VI. COMMUNICATIONS: There were no public presentations or comments.

VII. REPORTS:

1. President's Report-Rosemarie noted that she finished drafting the performance evaluation form for Heidi, and that she will be performing the evaluation soon with assistance from Ian and whoever else from the board is interested. She also noted that she may update the job description and evaluation form in the future to simplify requirements and more accurately reflect Heidi's current duties and responsibilities.
2. Treasurer's Report-Angela noted that we are currently underspending in our payroll bucket, which provides us with a potential cushion if our request to the borough council for an additional $10K is not approved. Funds from last year's underspending were recently received and could be applied towards getting a new laptop for the director, adding handicap accessible doors, and refreshing the back-office area. Rosemarie motioned to approve the treasurer's report for January 2023. This was seconded by Ian.
   Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Jackie Nassry-yes, Kevin Noone-yes, and Ian Watts-yes.
   Kevin then motioned to approve the February treasurer's report. This was seconded by Rosemarie.
   Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Jackie Nassry-yes, Kevin Noone-yes, and Ian Watts-yes.
3. Director's Report-Heidi said that she will be setting up time to go over questions with auditor and finalize the audit. We will also be sending back the wi-fi hotspots, as the usage doesn't justify the amount of time necessary to extend our grant. Heidi also said that the library is currently good on its staffing needs, as we hired two part-time adults to help with evenings and weekend coverage. Take

Your Child to the Library Day was well-attended. Bob Stead's Lusitania presentation also went well, and we may ask him to return for future presentations. The Warren High School Human Rights Club approached us about serving as a location for a free food pantry (canned goods); we will need to look further into the feasibility of this idea. Heidi also noted that we may want to come up with cell phone use policy as we don't have one now. We decided to update the code of conduct to include a clause about cell phone usage by patrons instead. Finally, the library is already working on community programming for the upcoming summer. New clubs (such as the Scrabble Club) are already forming and will be meeting in the library moving forward.

4. Committee Reports
    a. Finance Committee-Angela said that she and Rosemarie recently met with Heidi and Tracy to continue reviewing the 2023 budget. It was decided that we could suggest that the Borough could hold the originally requested 10K above the 1/3 mill if the council is reluctant to give additional funds directly to the library to cover the cost of building maintenance. We may formally present this suggestion in the next council meeting on April 18, 2023.
    b. House Committee-Rosemarie and Angela said that they still have not received a response from the DPW about changing filters on the HVAC unit on the roof We may go ahead and make the arrangements ourselves to avoid missing anything that could cause damage (and more expensive repairs) down the road.
    c. Policy Committee-Ian said that he met with Heidi to discuss beginning the strategic plan with a survey to gauge community needs, which the board expressed interest in. Ian will work with Heidi to draft an initial set of survey questions. Heidi also said that we may need to come up with an incident policy. One was drafted under the previous director, but it was never formally adopted during the transition to a new director. We agreed to review any borough's incident policy first and see if we could perhaps use that one as a basis for our own.
    d. Friends of the Library-The FOTL has notified the library they are clear to begin acquiring books with funds from last year's Tricky Tray. Tracy will be working with Bill to reconcile the costs.

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

IX. NEW BUSINESS: We continued discussing the performance evaluation form for the library director position that was drafted by Rosemarie. Angela motioned to approve and adopt the form. This was seconded by Kevin.

Roll Call: Rosemarie Rosati-yes, Angela Bridygham-yes, Jackie Nassry-abstain, Kevin Noone-yes, and Ian Watts-yes.

X. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS: We noted that Jackie is retiring as school superintendent in July 2023. The new director will most likely be starting the fall. The board thanked Jackie for her years of service and wished her the best in all her future endeavors.

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

XII. ADJOURNMENT: Kevin motioned that the board adjourn. This was seconded by Angela. The motion passed unanimously with no nays. The board adjourned at 8:08 PM.

Ian Watts, Secretary

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