

MINUTES

BOARD OF TRUSTEES MEETING

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

Monday, March 25, 2024 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 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.
- III. **ROLL CALL:** Board members Rosemarie Rosati, Kevin Noone, Sheryl Newman, Karen Castanhas, Mayor Ethel Conry and Ian Watts were present. Library director Heidi Kaiven and library clerk Tracy Quamme, were also present. Board members Angela Bridygham and Frank Esposito, School Superintendent, were not available to join.
- IV. **APPROVAL OF THE MINUTES:** Ethel motioned to approve the minutes for the Regular Monthly Meeting held on February 26, 2024. This was seconded by Kevin. The motion was approved with six ayes, no nays and one abstention (Karen). The board deferred a vote on the minutes from the reorganization meeting in January 2024 until an additional board member who was at that meeting is available to vote.
- V. **PUBLIC COMMENT/PRESENTATION:** None.
- VI. **COMMUNICATIONS:** Heidi noted that the library received a thank-you message from a patron who received assistance completing their unemployment application.
- VII. **REPORTS:**
 1. President's Report-Rosemarie said that she registered for an upcoming series of training sessions on strategic planning sponsored by the NJ Library Association. The sessions are virtual and will occur through the end of May 2024. Rosemarie encouraged other board members to register if they are available.
 2. Treasurer's Report-Although Angela was not available to present, the board reviewed the February treasurer's report and noted that we continue to have a cushion of 7K for any unexpected salary expenses. Karen then motioned that we approve the February treasurer's report, which was seconded by Kevin. Roll Call: Sheryl-y, Kevin-y, Rosemarie-y, Karen-y, and Ian-y. There were no nays and one abstention (Ethel Conry).
 3. Director's Report-Heidi announced that the library received a \$10,000 grant from the American Library Association to help with the installation of automatic doors at the parking lot entrance of the library. She will attend the next borough council meeting to share the news. She also noted that she is moving forward with obtaining a Survey Monkey account for the library to manage the strategic planning survey. Finally, she noted that the library received the draft audit today, but they have not had a chance to review their findings yet.
 4. Committee Reports
 - a. Finance Committee-The finance committee is in transition from Angela to Kevin and has not held a meeting recently. The first meeting chaired by Kevin will occur on April 4, 2024, at 1 PM at the library.
 - b. House Committee-Sheryl said that there was no further updates on the facility, other than the ALA grant for the doors Heidi previously announced.
 - c. Policy Committee-Ian mentioned that he would register for the strategic planning training to prepare for reviewing the survey results. We also discussed the possibility of enlarging the committee to include a patron representative once we are ready to move onto the next steps.

- d. Friends of the Library-Rosemarie attended the most recent FOTL meeting and informed them about concerns re: tax filing status. The FOTL agreed to suspend fundraising operations until their IRS issues are fully resolved and a Memorandum of Understanding between the FOTL and the library has been established. Their next meeting will be May 16, 2024, at 7 PM.

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

IX. NEW BUSINESS: No new business was discussed.

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 7:51 PM.

Formal Action may be taken on any of the agenda items and communications. Items may be added and action taken as required.

Next meeting date is Monday, **April 22, 2024 at 7 PM.**

Ian Watts, Secretary

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