

Margaret E. Heggan Free Public Library of the Township of Washington

April 20, 2016 Meeting Minutes

Time and Place: The meeting of the Board of Trustees of the Margaret E. Heggan Free Public Library was called to order by Board President Joanne Robertson in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on April 20, 2016, at 6:30 p.m.

Sunshine Law Statement: A notice was read that was published and posted according to the NJ Open Public Meetings Act.

Quorum: David Bruce, Carole McNaughton, Joanne Robertson, Paula Smith, Jane Crocker

Also Present: Joseph Alacqua, Esq.; Nick Fazzio, Council Liaison; Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary

Absent: Gary Breen, Mary Breslin, Roy Dawson, Barbara Julian

Minutes: March meeting minutes were distributed but approval was postponed until a future meeting, as only two trustees were present who were also in attendance at the March meeting.

President's Report: Joanne and Mary attended training (3 hours remain), and Joanne reported:

- A. Food for special event may only be purchased from donated money. Food that is appropriate to enhance children's programs may be purchased from allocated budget funds.
- B. Email – Board emails may be subject to review as public records in a law suit against the Library or the Board.
- C. We need to review the Meeting Room policy and the recent policy regarding who may pick up books, media, etc. for a patron.
- D. Staff needs to know that no personal patron records may be turned over to the police without a subpoena.
- E. We may create staggered terms by changing the number of years from 5, to 3 or less.
- F. Subcommittee meetings must be recorded in writing.

The policies were discussed with input from the Board Solicitor, and Joanne instructed Sheila to contact the organizer of the training session for some clarification.

Treasurer's Report: Resolution No. 2016-17 was moved by David Bruce and seconded by Paula Smith to authorize payment of all obligations on the April 2016 bill list, in the amount of \$97,583.09. All in favor. Passed unanimously.

Director's Report: Sheila will work with Bob Kieserman on a strategic plan at the cost of \$750.

Sheila thanked the group for approving the American Girl Doll lending policy at the last meeting and stated that the program has been popular. All of the dolls are checked out and on hold. Also, the library was featured in the newspaper regarding the availability of the dolls for our patrons.

Sheila reported that when comparing the first quarters (January, February, and March) of 2015 and 2016, circulation increased by 6.5% and visitors increased by 13.2%.

Sheila received proposals from The Pettit Group and Robert J. Monson, Professional Land Surveyor, in regard to the parking lot reconstruction project. Resolution No. 2016-18 was moved by Paula Smith and seconded by David Bruce to accept The Pettit Group's proposal in the amount of \$12,150. All in favor. Passed unanimously. Resolution No. 2016-19 was moved by Carole McNaughton and seconded by Paula Smith to amend the library budget to transfer \$12,150 from surplus funds to the 2016 Professional Fees Account #501 to cover the cost of The Pettit Group's proposal. All in favor. Passed unanimously. Resolution No. 2016-20 was moved by Carole McNaughton and seconded by David Bruce to accept Robert J. Monson's proposal for a topographical study in the amount of \$1,000. All in favor. Passed unanimously. Resolution No. 2016-21 was moved by Jane Crocker and seconded by Carole McNaughton to amend the library budget to transfer \$1,000 from surplus funds to the 2016 Professional Fees Account #501 to cover the cost of Robert J. Monson's proposal. All in favor. Passed unanimously.

Regarding the vacant janitor position, Sheila has concluded that the best option is to hire an outside cleaning service and commented that most area municipal libraries and the county library system are also using a service instead of employing a janitor. She distributed a spreadsheet comparing the companies. She contacted seven companies and received quotes from four of them. Of those four, only two were under the bid threshold. She recommended Colossal Cleaning Solutions.

Resolution No. 2016-22 was moved by Carole McNaughton and seconded by Jane Crocker to accept Colossal Cleaning Solutions' proposal to provide janitorial services in the amount of \$10,582 for the remainder of the fiscal year. The yearly cost is \$17,316. All in favor. Passed unanimously. Resolution No. 2016-23 was moved by Paula Smith and seconded by Jane Crocker to amend the library budget to transfer \$10,582 from surplus funds to the 2016 Professional Fees Account #501 to cover the cost of Colossal Cleaning Solutions for the remainder of the fiscal year. All in favor. Passed unanimously.

Adjournment: It was moved by Jane Crocker and seconded by David Bruce to adjourn the meeting at 7:36 p.m. All in favor. Motion carried.