

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

May 18, 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 Treasurer Paula Smith in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on May 18, 2016, at 6:32 p.m.

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

Quorum: Gary Breen, Mary Breslin, Roy Dawson, Barbara Julian, Carole McNaughton, Paula Smith, Jane Crocker

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

Absent: Joanne Robertson, David Bruce, Nick Fazio

Minutes: It was moved by Gary Breen and seconded by Roy Dawson to approve the minutes of the March 2016 meeting. All in favor. Motion carried. Approval of the April meeting minutes was postponed until a future date, as not enough trustees were present who were also in attendance at the April meeting.

President's Report: Joanne was absent and did not have a report.

Treasurer's Report: Resolution No. 2016-24 was moved by Mary Breslin and seconded by Gary Breen to authorize payment of all obligations on the May 2016 bill list, in the amount of \$102,895.82. All in favor. Passed unanimously.

Director's Report: Sheila proposed a revision of the meeting room rental policy (4.1) and small study room policy (4.2). The final policy change is to the rules of conduct (5.1), to prohibit soliciting of any kind inside or within 10 feet of all library entrances. Resolution No. 2016-25 was moved by Roy Dawson and seconded by Carole McNaughton to amend policies 4.1, 4.2, and 5.1 in the Library Policy Manual. All in favor. Passed unanimously.

Pettit has not submitted their design plan for the parking lot reconstruction project but hopes to have it by or before the June Board meeting, therefore tabling the proposed resolution. Due to the \$2,000 cap set in January for payments for 2016 to The Pettit Group, LLC, as the library's contracted engineering firm, and the newly authorized fee for Pettit's services involving the parking lot project, Joe advised that we need to formally increase Pettit's maximum allowable fee. Resolution No. 2016-26 was moved by Roy Dawson and seconded by Gary Breen to increase the maximum annual allowable fee payable to The Pettit Group, LLC, with a new cap set at \$16,000. All in favor. Passed unanimously.

Sheila discussed prior and recent staff survey results and provided a compilation of responses. She is planning to meet with management staff to further discuss some of the issues raised in the survey.

Adjournment: It was moved by Jane Crocker and seconded by Roy Dawson to adjourn the meeting at 7:06 p.m. All in favor. Motion carried.