

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

July 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 July 20, 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, David Bruce, Roy Dawson, Barbara Julian, Carole McNaughton, Joanne Robertson, Paula Smith, Jane Crocker

Also Present: Joseph Alacqua, Esq. (left early); Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary; David Kreck, The Pettit Group Associate

Absent: Mary Breslin; Nick Fazio, Council Liaison

Rachel Turner was introduced to the Board as a new part-time Library Assistant.

David Kreck from the Pettit Group gave a presentation on the proposed plan for the parking lot reconstruction. He mentioned potential monetary savings if the Board postpones this project until springtime and recommended sending out for bids in February of 2017. He offered to perform a second evaluation on the lot to see if any areas are in better condition and could be resurfaced with less labor, therefore providing cost savings, and also offered to come to the August Board meeting to report on such findings. The Board tabled the proposed resolution to approve Pettit's design plan until further information is obtained.

Minutes: It was moved by David Bruce and seconded by Paula Smith to approve the minutes of the April 2016 meeting. All in favor. Motion carried. It was moved by Jane Crocker and seconded by Gary Breen to approve the minutes of the June 2016 meeting. All in favor with Joanne Robertson abstaining due to her absence at the June meeting. Motion carried.

President's Report: Joanne did not have a report but wished to formally express her apologies to the Board for her recent absences due to numerous personal issues.

Treasurer's Report: Resolution No. 2016-30 was moved by David Bruce and seconded by Roy Dawson to authorize payment of all obligations on the July 2016 bill list, in the amount of \$140,961.25. All in favor. Passed unanimously.

Director's Report: Sheila reported a very successful blood drive with 45 pints of blood collected. Also, she reported that \$5,156.00 was received from the Friends of the Library to purchase two early literacy station computers for the children's library. Strategic planning focus groups for the public are scheduled for September 28, and the strategic planner will be in attendance at the September board meeting, which will begin at 5:00 p.m. Trustee training will be held in East Windsor on September 10.

Resolution No. 2016-31 was moved by Roy Dawson and seconded by Jane Crocker to accept the 2015 audit prepared by Petroni & Associates at a cost of \$4,298.00.

Resolution No. 2016-32 was moved by Carole McNaughton and seconded by Paula Smith to approve the hiring of Jenna Rippman as a part-time Library Assistant at the rate of \$12.00 per hour. All in favor. Passed unanimously. Background check results were already received at the library.

Resolution No. 2016-33 was moved by David Bruce and seconded by Paula Smith to approve the hiring of Laurie Porsia as Circulation Supervisor at the rate of \$52,000 per year, contingent upon receipt of a successful background check. All in favor. Passed unanimously.

Resolution No. 2016-34 was moved by Gary Breen and seconded by Paula Smith to approve the hiring of Carolyn Meyers and Brian Lawrence as part-time Library Shelves at the rate of \$8.50 per hour, contingent upon receipt of a successful background check by each. All in favor. Passed unanimously.

Adjournment: It was moved by Jane Crocker and seconded by Paula Smith to adjourn the meeting at 7:37 p.m. All in favor. Motion carried.