

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

January 18, 2017 Annual Reorganization 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 Secretary David Bruce in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on January 18, 2017, 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: Mary Breslin, David Bruce, Carole McNaughton, Paula Smith, Mayor Joann Gattinelli

Also Present: Joseph Alacqua, Esq.; Nick Fazio, Council Liaison; Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary; David Kreck, The Pettit Group, LLC; Jane Crocker

Absent: Gary Breen, Roy Dawson, Barbara Julian, Joanne Robertson

Election of Officers:

It was moved by David Bruce and seconded by Carole McNaughton to appoint Joanne Robertson as Board President. All in favor. Motion carried.

It was moved by Paula Smith and seconded by Mary Breslin to appoint David Bruce as Board Secretary. All in favor. Motion carried.

It was moved by Carole McNaughton and seconded by David Bruce to appoint Paula Smith as Board Treasurer. All in favor. Motion carried.

Appointments: Sheila relayed the bids received for services along with her recommendations for same.

Resolution No. 2017-1 was moved by David Bruce and seconded by Mary Breslin to appoint Petroni & Associates LLC of Glassboro as the library's auditor for 2017. All in favor. Passed unanimously.

Resolution No. 2017-2 was moved by David Bruce and seconded by Carole McNaughton to appoint The Pettit Group LLC of Sewell as the library's engineer for 2017. All in favor. Passed unanimously.

Resolution No. 2017-3 was moved by David Bruce and seconded by Paula Smith to appoint Joseph Alacqua, Esq., of Turnersville as the library's solicitor for 2017. All in favor. Passed unanimously.

David Kreck of The Pettit Group, LLC gave an explanation of the bids received for the parking lot reconstruction project and his recommendations for same. After discussion, Resolution No. 2017-4 was moved by Paula Smith and seconded by Mary Breslin to award the contract for parking lot improvements as detailed in the amount of \$270,104.52 to Ricky Slade Construction, Inc., of Bridgeton. All in favor. Passed unanimously.

Annual Resolutions:

Resolution No. 2017-5 was moved by Paula Smith and seconded by Carole McNaughton to designate TD Bank and State of New Jersey Cash Management as depositories. All in favor. Passed unanimously.

Resolution No. 2017-6 was moved by Carole McNaughton and seconded by Mary Breslin to authorize signatories on the bank accounts and the use of signature stamps. All in favor. Passed unanimously.

Resolution No. 2017-7 was moved by Mary Breslin and seconded by David Bruce to authorize certain payments prior to approval of the bill list in the event of a delay or cancellation of the regularly scheduled board meeting. All in favor. Passed unanimously.

Resolution No. 2017-8 was moved by David Bruce and seconded by Mary Breslin to authorize certain library employees to deposit funds into the library's accounts. All in favor. Passed unanimously.

Resolution No. 2017-9 was moved by Carole McNaughton and seconded by Paula Smith to designate the South Jersey Times and the Sentinel as the library's official newspapers. All in favor. Passed unanimously.

Resolution No. 2017-10 was moved by Paula Smith and seconded by Mary Breslin to establish regular board meeting dates for 2017. All in favor. Passed unanimously.

Minutes: It was moved by Carole McNaughton and seconded by Paula Smith to approve the minutes of the December 2016 Board meeting. All in favor with Mary Breslin abstaining due to her absence in December. Motion carried.

President's Report: Joanne was not present but sent a note agreeing to continue serving as Board President if desired by the group and expressing her support of the parking lot plan as proposed as well as all other proposed resolutions on the agenda.

Treasurer's Report: Resolution No. 2017-11 was moved by Mary Breslin and seconded by Carole McNaughton to authorize payment of all obligations on the January 2017 bill list, in the amount of \$51,849.45. All in favor. Passed unanimously.

Director's Report: Sheila referenced the annual report and the addition of three new museum passes as well as invited the board to attend the upcoming program on Abraham Lincoln. A part-time library assistant has resigned and the position is currently being advertised in house for 10 days. Recommendations to fill the position are planned for the February meeting.

Adjournment: It was moved by Paula Smith and seconded by Carole McNaughton to adjourn the meeting at 7:05 p.m. All in favor. Motion carried.