

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

February 15, 2017 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 February 15, 2017, at 6:31 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, David Bruce, Barbara Julian, Joanne Robertson, Paula Smith, Mayor Joann Gattinelli, Jane Crocker

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

Absent: Roy Dawson; Carole McNaughton; Nick Fazzio, Council Liaison

Minutes: It was moved by Paula Smith and seconded by Mary Breslin to approve the minutes of the January 2017 Board meeting. All in favor with Gary Breen, Barbara Julian, and Joanne Robertson abstaining due to their absence in January. Motion carried.

President's Report: Joanne did not have a formal report but mentioned that the library director's annual performance review is pending if board members would like to contribute any remarks.

Treasurer's Report: Resolution No. 2017-12 was moved by Paula Smith and seconded by Gary Breen to authorize payment of all obligations on the February 2017 bill list, in the amount of \$124,723.42. All in favor. Passed unanimously.

Director's Report: Sheila reported on the annual Friends donation of \$2,955.37, which will be used to purchase 118 adult large print books, and encouraged board members to consider joining the Friends. She will be meeting with David Kreck of Pettit Engineering and the parking lot contractor on March 23 if any board members want to attend. Joe Alacqua plans to be present. Joe also will be reviewing the contracts provided by the engineer in regard to the parking lot. Publicity will begin March 1 to alert patrons to the library's temporary closing during the parking lot reconstruction.

Resolution No. 2017-13 was moved by David Bruce and seconded by Gary Breen to approve promoting Mikaela Cook and Brian Lawrence to Part-Time Library Assistants at the rate of \$12.00 per hour effective immediately.

Sheila further explained her plan to hire a Part-Time Youth Services Librarian to replace the Full-Time Children's Programmer who will be retiring at the end of February. The position has been posted and recommendations will hopefully be made at the March meeting, along with recommendations for the newly vacated shelver positions which will be posted immediately.

Mayor Gattinelli verbally confirmed the continuance of Jane Crocker as her alternate. The staff will be sending in the NJ Library Trustee Association's membership renewal form for 2017.

Adjournment: It was moved by David Bruce and seconded by Gary Breen to adjourn the meeting at 6:56 p.m. All in favor. Motion carried.