

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

### June 21, 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 Mary Breslin in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on June 21, 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:** Gary Breen, Mary Breslin, David Bruce, Barbara Julian, Paula Smith

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

**Absent:** Roy Dawson; Carole McNaughton; Joanne Robertson; Jane Crocker; Nick Fazzio, Council Liaison

**Minutes:** It was moved by David Bruce and seconded by Paula Smith to approve the minutes of the May 2017 Board meeting. All in favor with Gary Breen abstaining due to his absence at the May Board meeting. Motion carried.

**President's Report:** Joanne Robertson is retiring from the Library Board. Sheila read aloud Joanne's resignation letter to the Mayor. Mary read aloud a resolution thanking and commending Joanne for her years of service to the Library Board. Resolution No. 2017-23 was moved by Gary Breen and seconded by David Bruce and passed unanimously with all in favor.

**Treasurer's Report:** Resolution No. 2017-24 was moved by David Bruce and seconded by Paula Smith to authorize payment of all obligations on the June 2017 bill list in the amount of \$94,991.01. All in favor. Passed unanimously.

**Director's Report:** Sheila reported janitorial quotes and recommended the library continue using Colossal Cleaning Solutions for the next year. Resolution No. 2017-25 was moved by Gary Breen and seconded by Paula Smith to continue to employ Colossal Cleaning Solutions to provide janitorial services for the library from July 2017 through June 2018 at a cost of \$15,600.00 (\$1,300/month). All in favor. Passed unanimously.

Sheila also reported the retirement of a long-term full-time staff member and her desire to change the position to part time to facilitate cost savings. There are issues with the existing security cameras and monitors and the Board agreed with Sheila's intention to solicit quotes on replacing the system. Public works temporarily addressed a vandalism issue in the men's bathroom but quotes are still pending for its complete repair. The peeling benches out front may prove costly to repair; Sheila is also investigating options for that.

**Adjournment:** It was moved by David Bruce and seconded by Gary Breen to adjourn the meeting at 6:50 p.m. All in favor. Motion carried.