

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

July 19, 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 July 19, 2017, at 6:33 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: David Bruce; Nick Fazzio, Council Liaison

Minutes: It was moved by Gary Breen and seconded by Paula Smith to approve the minutes of the June 2017 Board meeting. All in favor with Jane Crocker and Roy Dawson abstaining due to their absence at the June Board meeting. Motion carried.

President's Report: Mary did not have a formal report.

Treasurer's Report: Resolution No. 2017-26 was moved by Gary Breen and seconded by Paula Smith to authorize payment of all obligations on the July 2017 bill list in the amount of \$128,125.92. All in favor. Passed unanimously.

Director's Report: Resolution No. 2017-27 was moved by Paula Smith and seconded by Carole McNaughton to accept the 2016 audit prepared by Petroni & Associates at a cost of \$4,473.00. All in favor. Passed unanimously.

Sheila reported on proposals received for a security camera system upgrade and recommended the library use GCSI Security Group. Resolution No. 2017-28 was moved by Jane Crocker and seconded by Gary Breen to transfer \$17,075.00 from surplus funds to the 2017 Equipment/Furnishings Account #508 and to accept the detailed proposal from GCSI Security Group for a camera system upgrade with additions as outlined, in the amount of the transfer. All in favor. Passed unanimously.

Resolution No. 2017-29 was moved by Jane Crocker and seconded by Gary Breen to approve promoting Elizabeth Mills to part-time Senior Library Assistant at the rate of \$16.49 per hour. All in favor. Passed unanimously.

Resolution No. 2017-30 was moved by Carole McNaughton and seconded by Roy Dawson to approve promoting Patricia Gallagher to part-time Library Assistant at the rate of \$12.00 per hour. All in favor. Passed unanimously.

Sheila announced the retirement of another long-term staff member in the position of full-time Senior Library Assistant and her desire to also fill that position with a part-time staff member(s). The job has been posted internally and she is planning to have a recommendation at the August meeting.

Adjournment: It was moved by Jane Crocker and seconded by Gary Breen to adjourn the meeting at 6:51 p.m. All in favor. Motion carried.