

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

### November 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 Mary Breslin in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on November 15, 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:** Mary Breslin, Roy Dawson, Barbara Julian, Elizabeth Moore, Paula Smith, Jane Crocker

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

**Absent:** Gary Breen; David Bruce; Carole McNaughton; Nick Fazzio, Council Liaison; Mayor Joann Gattinelli

**Minutes:** It was moved by Paula Smith and seconded by Jane Crocker to approve the minutes of the October 2017 Board meeting. All in favor. Motion carried.

**President's Report:** No formal report.

**Treasurer's Report:** Resolution No. 2017-37 was moved by Roy Dawson and seconded by Paula Smith to authorize payment of all obligations on the November 2017 bill list in the amount of \$357,335.96. All in favor. Passed unanimously.

**Director's Report:** Sheila reported that the Friends funded the recent renovations to their book sale room. She also reminded the board of the upcoming Founders Ensemble Concert on the evening of December 8, 2017.

Resolution No. 2017-38 was moved by Roy Dawson and seconded by Jane Crocker to authorize the transfer of \$3,000.00 from the 2017 Database/Subscription Maintenance Account #514 to the 2017 Utilities Account #509 to cover the cost of utilizes for the remainder of 2017. All in favor. Passed unanimously.

Resolution No. 2017-39 was moved by Roy Dawson and seconded by Mary Breslin to accept the 2018 budget. All in favor. Passed unanimously.

Sheila circulated a proposed meeting schedule for 2018. Due to the third Wednesday of November falling on the day before Thanksgiving, it was decided to change the November meeting to Monday, November 19, 2018, at 5:00 p.m. A formal schedule will be presented for resolution in January.

The public notices for solicitation of professional services have been posted in all appropriate locations with a due date of December 13 at 5:00 p.m. The plan is to open packets at the December meeting and make recommendations at the January 2018 meeting.

Suggested policy changes were distributed to the Policy Committee with a requested response date of November 29. Policy revisions will be proposed for resolution in December.

**Adjournment:** It was moved by Jane Crocker and seconded by Paula Smith to adjourn the meeting at 6:54 p.m. All in favor. Motion carried.