

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

January 17, 2018 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 January 17, 2018, 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, Roy Dawson, Carole McNaughton, Elizabeth Moore, Paula Smith, Mayor Joann Gattinelli, Jane Crocker

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

Absent: Gary Breen; Barbara Julian; Nick Fazzio, Council Liaison

Roy J. Dawson III was sworn in by Mayor Joann Gattinelli for a new five-year Board Member term.

Election of Officers:

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

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

It was moved by Mary Breslin and seconded by Roy Dawson 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. 2018-1 was moved by Mary Breslin and seconded by Paula Smith to appoint Petroni & Associates LLC of Glassboro as the library's auditor for 2018. All in favor. Passed unanimously.

Resolution No. 2018-2 was moved by David Bruce and seconded by Carole McNaughton to appoint The Pettit Group LLC of Sewell as the library's engineer for 2018. All in favor. Passed unanimously.

Resolution No. 2018-3 was moved by Paula Smith and seconded by Roy Dawson to appoint Joseph Alacqua, Esq., of Turnersville as the library's solicitor for 2018. All in favor. Passed unanimously.

Annual Resolutions:

Resolution No. 2018-4 was moved by David Bruce and seconded by Mary Breslin to designate TD Bank and State of New Jersey Cash Management as depositories. All in favor. Passed unanimously.

Resolution No. 2018-5 was moved by Carole McNaughton and seconded by Paula Smith to authorize signatories on the bank accounts and the use of signature stamps. All in favor. Passed unanimously.

Resolution No. 2018-6 was moved by Roy Dawson and seconded by Carole McNaughton 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. 2018-7 was moved by Paula Smith and seconded by David Bruce to authorize certain library employees to deposit funds into the library's accounts. All in favor. Passed unanimously.

Resolution No. 2018-8 was moved by Paula Smith and seconded by David Bruce to designate the South Jersey Times and the Sentinel as the library's official newspapers. All in favor. Passed unanimously.

Resolution No. 2018-9 was moved by Paula Smith and seconded by Roy Dawson to establish regular board meeting dates for 2018. All in favor. Passed unanimously.

Minutes: It was moved by David Bruce and seconded by Carole McNaughton to approve the minutes of the December 2017 Board meeting. All in favor. Motion carried.

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

Treasurer's Report: Resolution No. 2018-10 was moved by Roy Dawson and seconded by Mary Breslin to authorize payment of all obligations on the January 2018 bill list, in the amount of \$63,496.79. All in favor. Passed unanimously.

Director's Report: Sheila distributed the library's annual report and discussed highlights from 2017.

Mayor Gattinelli spoke about the new Shop Washington Township program. Municipal staff members will come to the library to explain the program in detail to select library staff members so that they can inform and assist the public with setup and utilization of the program.

The agenda reflects an error regarding next month's Board meeting date, which should read February 21, 2018.

Adjournment: It was moved by Roy Dawson and seconded by Elizabeth Moore to adjourn the meeting at 7:05 p.m. All in favor. Motion carried.