

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

May 16, 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 May 16, 2018, at 6:30 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, Carole McNaughton, Elizabeth Moore, Paula Smith, Jane Crocker

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

Absent: Roy Dawson; Barbara Julian; Mayor Joann Gattinelli; Nick Fazio, Council Liaison

Public Comment: Jeanne Wachter, a library employee and Washington Township resident, relayed inquiries she had received regarding a direct way for patrons to contact board members with concerns or complaints. The board members conveyed that the procedure is to go through the library director, as she is the liaison between patrons and the board. Jeanne also expressed concerns with a current personnel issue. Her concerns were noted by the board and they will take them into consideration in the future.

Minutes: It was moved by Jane Crocker and seconded by Paula Smith to approve the minutes of the April 2018 Board meeting. All in favor with Gary Breen and David Bruce abstaining due to their absence at the April meeting. Motion carried.

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

Treasurer's Report: Resolution No. 2018-15 was moved by David Bruce and seconded by Elizabeth Moore to authorize payment of all obligations on the May 2018 bill list, in the amount of \$101,343.51. All in favor. Passed unanimously.

Director's Report: There is an open part-time Library Assistant position and interviews are scheduled. Sheila hopes to have recommendations for the board at the June meeting. There is also an open internal posting for a full-time Bookkeeper/Administrative Secretary with interviews ongoing. Sheila will keep the board updated, as this will require a swift decision so new staff can be trained prior to the existing staff member's final day of May 31. Sheila displayed photos and spoke about the need to update the bathrooms in the building. The board was in agreement and Sheila will contact Pettit Engineering about specs for seeking bids. The board was apprised of a complaint made by a patron and Joe will investigate this further.

Adjournment: It was moved by Jane Crocker and seconded by David Bruce to adjourn the meeting at 7:06 p.m. All in favor. Motion carried.