

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

August 15, 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 August 15, 2018, at 6:30 p.m.

A moment of silence was observed in memory of former board member Barbara Julian and former board secretary Nina Flemming.

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, Carole McNaughton, Elizabeth Moore, Paula Smith, Jane Crocker

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

Absent: Gary Breen; David Bruce; Mayor Joann Gattinelli; Nick Fazio, Council Liaison

Minutes: It was moved by Jane Crocker and seconded by Elizabeth Moore to approve the minutes of the July 2018 Board meeting. All in favor. Motion carried.

President's Report: Mary reported the following: At the invitation of Mayor Joann Gattinelli, Sheila Mikkelson, Joseph Alacqua, Esq., Jane Crocker, and I met with the Mayor and Stuart Platt, Esq. to discuss the possibility of the Library entering into a Shared Services Agreement with the Township of Washington. The purpose of the agreement would be for the Library to reimburse the Township for costs associated with the Library. The meeting was to provide information to the Library from the Township. Further discussion is needed to answer any questions that the Board may have. Attached to Mary's report was the memorandum from the Township, stating several examples. A discussion about the topic ensued.

Treasurer's Report: Resolution No. 2018-22 was moved by Jane Crocker and seconded by Roy Dawson to authorize payment of all obligations on the August 2018 bill list, in the amount of \$103,045.26. All in favor. Passed unanimously.

Director's Report: Sheila reported that Mayor Gattinelli sent Joanne Robertson a letter, asking her to return to the board, and Joanne accepted. She will be assuming Barbara Julian's term, which runs through December of 2018.

Sheila distributed handouts from United for Libraries, which will fulfill the mandatory board training requirement. They should be circulated among board members at future meetings.

The library's solar panels are in need of repair and at the September meeting, Sheila will be asking for \$2,600.00 to be taken out of the surplus for the initial repairs. Quotes will be solicited for further repairs. Solar revenue is down from prior years.

The Friends of the Library purchased two early learning computer stations in the amount of \$5,338.00 for the children's department and plan to purchase a book in Barbara Julian's memory. Sheila encouraged all to consider joining the Friends of the Library, and membership applications were made available.

All staff participated in Professionalism in the Workplace training in July.

A part-time Reference Librarian announced her retirement effective August 30. Sheila recommended promoting the existing part-time Youth Services Librarian to a full-time position in addition to hiring a part-time reference librarian at fewer hours. Sheila distributed a twelve-page document listing all that Cynthia Kramer has accomplished during her tenure at the library. Sheila plans to bring a recommendation for the part-time reference librarian to the September board meeting. Resolution No. 2018-23 was moved by Jane Crocker and seconded by Roy Dawson to promote Cynthia Kramer to a full-time position at a yearly salary of \$48,000.00, effective September 3, 2018. All in favor. Passed unanimously.

Resolution No. 2018-24 was moved by Roy Dawson and seconded by Jane Crocker to accept the 2017 audit prepared by Petroni & Associates at a cost of \$4,473.00. All in favor. Passed unanimously.

Adjournment: It was moved by Roy Dawson and seconded by Paula Smith to adjourn the meeting at 6:58 p.m. All in favor. Motion carried.