

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

### September 19, 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 September 19, 2018, at 5:17 p.m.

**Sunshine Law Statement:** A notice was read that was published and posted according to the NJ Open Public Meetings Act.

Mary welcomed back Joanne Robertson, who was sworn in by Joseph Alacqua, Esq., prior to the start of the meeting. She will fill the remainder of Barbara Julian's term, which expires December 31, 2018.

**Quorum:** Gary Breen, Mary Breslin, Carole McNaughton, Elizabeth Moore, Paula Smith, Jane Crocker, Joanne Robertson

**Note:** Gary Breen and Jane Crocker joined the meeting after roll call and were not present for all voting.

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

**Absent:** David Bruce; Roy Dawson; Mayor Joann Gattinelli; Nick Fazio, Council Liaison

**Minutes:** It was moved by Paula Smith and seconded by Mary Breslin to approve the minutes of the August 2018 Board meeting. All in favor with Joanne Robertson abstaining due to her being newly appointed. Motion carried.

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

**Treasurer's Report:** Resolution No. 2018-25 was moved by Joanne Robertson and seconded by Paula Smith to authorize payment of all obligations on the September 2018 bill list, in the amount of \$115,822.47. All in favor. Passed unanimously.

**Director's Report:** Resolution No. 2018-26 was moved by Carole McNaughton and seconded by Mary Breen to transfer \$2,600 from surplus funds to the 2018 Building/Grounds Account #507 for replacement of five solar inverters by Ecological Systems by Water Wizard, LLC. All in favor. Passed unanimously. More inverters are in need of replacement, but any further expense requires obtaining three quotes, which Sheila is in the process of requesting.

Resolution No. 2018-27 was moved by Paula Smith and seconded by Carole McNaughton to hire Barbara S. Pilling as a part-time Reference Librarian at an hourly rate of \$26.00. All in favor. Passed unanimously. Her successful background check and drug screening results have already been received.

Resolution No. 2018-28 was moved by Joanne Robertson and seconded by Gary Breen to promote Lindsey Ale from Library Shelver to the position of Part-Time Library Assistant at an hourly rate of \$12.00. All in favor. Passed unanimously. The open Shelver position will be advertised with a plan to recommend a candidate at the October board meeting.

Sheila alerted the board to an issue with the county library concerning approximately \$4,500 worth of missing Heggan Library DVDs and a difference of opinion regarding patron check-in stations. Documentation was added to the board packets regarding this. Joe recommended appropriate actions moving forward.

Sheila reported her progress regarding the proposed Shared Services Agreement from the Township. The library now has their own account set up for future candidate drug screenings and will pay for that directly. The library will use township payroll services for 2019 but will continue to explore options for 2020 and beyond. Sheila is seeking prices for snow removal in an effort to hire those services directly. Sheila is contemplating soliciting prices for maintenance services versus hiring a maintenance person as a permanent staff member. She plans to have a recommendation regarding this by the end of November and will notify the township of the library's decision.

Sheila reported on a recent issue with a group utilizing the meeting room space. A discussion was held and revisions to the meeting room application packet were suggested. Sheila will draft a new meeting room policy/application packet for presentation next month.

New Jersey's new mandatory sick leave law for part-time employees goes into effect October 29, 2018. In the absence of a policy manual update from the Township, Sheila presented a proposed addition to the library's policy manual. Resolution No. 2018-29 was moved by Gary Breen and seconded by Jane Crocker to amend the policy manual to allow for the addition of a Sick Leave Policy, in accordance with the upcoming law. All in favor. Passed unanimously.

Sheila additionally reported her plans to have the 2019 holiday schedule ready for approval in October, the 2019 operating budget presented for first read in November, and job description updates and possible salary scale revisions in December.

The library has two upcoming programs funded through the NJ Council for the Humanities, on October 10 and October 17, the second for which the library was specifically selected by Congressman Donald Norcross.

The board received a thank you card from Barbara Julian's family.

The master list of contact information for the board was circulated for members to check accuracy. An updated version will be distributed at or prior to next month's meeting.

There was a suggestion to change the time of future board meetings, starting in 2019. Members will think about it and discuss next month.

**Adjournment:** It was moved by Paula Smith and seconded by Gary Breen to adjourn the meeting at 6:10 p.m. All in favor. Motion carried.