

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

October 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 Secretary David Bruce in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on October 17, 2018, at 6:31 p.m.

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

Barbara Pilling was introduced to the Board as the library's new part-time Youth Services Librarian.

Quorum: Gary Breen, David Bruce, Roy Dawson, Carole McNaughton, Elizabeth Moore, Paula Smith, Jane Crocker

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

Absent: Mary Breslin; Joanne Robertson; Mayor Joann Gattinelli; Nick Fazzio, Council Liaison

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

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

Treasurer's Report: Resolution No. 2018-30 was moved by Paula Smith and seconded by Carole McNaughton to authorize payment of all obligations on the October 2018 bill list, in the amount of \$120,012.20. All in favor. Passed unanimously.

Director's Report: Sheila presented the proposed 2019 holiday schedule. It was moved by Jane Crocker and seconded by Roy Dawson to approve the 2019 holiday schedule. All in favor. Motion carried.

Resolution No. 2018-31 was moved by Gary Breen and seconded by Elizabeth Moore to hire Devon Shutts as a part-time Library Shelver at an hourly rate of \$8.60, contingent upon a successful background check and drug screening. All in favor. Passed unanimously. Her rate will be increased to \$8.85 in January in accordance with the NJ minimum wage increase.

Resolution No. 2018-32 was moved by Paula Smith and seconded by Elizabeth Moore to hire Kimberly Pinkham as a part-time Reference Librarian at an hourly rate of \$26.00, contingent upon a successful background check and drug screening. All in favor. Passed unanimously.

Sheila obtained three quotes for the additional solar inverter repairs needed. The company who completed the prior repair submitted the lowest bid. Resolution No. 2018-33 was moved by Carole McNaughton and seconded by Paula Smith to transfer \$7,490 from surplus funds to the 2018 Building/Grounds Account #507 for replacement of five additional solar inverters by Ecological Systems by Water Wizard, LLC. All in favor. Passed unanimously.

Resolution No. 2018-34 was moved by Roy Dawson and seconded by Gary Breen to amend the policy manual, revising policy 4.1 Reservation of Meeting Room. All in favor. Passed unanimously.

Board meetings for 2019 will begin at 5:00 p.m. instead of the current time of 6:30.

The 2019 budgeting process is underway with plans to present to the board for a first read in November.

An ad for a part-time maintenance worker has been placed. Sheila is soliciting quotes for snow removal. Decisions regarding the proposed shared services agreement with the township are expected for the end of November.

Joe spoke with Mayor Gattinelli regarding the borrowed DVDs issue with the county library in hopes of working towards a resolution.

Adjournment: It was moved by Jane Crocker and seconded by Gary Breen to adjourn the meeting at 6:50 p.m. All in favor. Motion carried.