

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

### November 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 November 19, 2018, at 5:01 p.m.

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

Kimberly Pinkham and Devon Shutts were introduced to the Board as the library's new part-time Reference Librarian and new part-time Library Shelver, respectively.

**Quorum:** Mary Breslin, 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; Roy Dawson; Joanne Robertson; 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 October 2018 Board meeting. All in favor. Motion carried.

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

**Treasurer's Report:** Resolution No. 2018-35 was moved by Carole McNaughton and seconded by Elizabeth Moore to authorize payment of all obligations on the November 2018 bill list, in the amount of \$118,509.61. All in favor. Passed unanimously.

**Director's Report:** Resolution No. 2018-36 was moved by Mary Breslin and seconded by Jane Crocker to amend the 2018 budget with a transfer of \$8,527.00 from a combination of the Professional Fees Account #501, Buildings/Grounds Account #507, and Contingency Account #521 to the 2018 Utilities Account #509 to cover the cost of utilities for the remainder of 2018. All in favor. Passed unanimously.

Sheila informed the Board of the requirement to evaluate the staff salary ranges every three years and her desire to do it now, in anticipation of a NJ minimum wage increase and the hiring of a maintenance worker. Resolution No. 2018-37 was moved by Jane Crocker and seconded by Paula Smith to amend the policy manual, revising policy 10.13 Salary Ranges. All in favor. Passed unanimously.

Sheila updated the Board on her research pertaining to the Shared Services Agreement requested by the Township. She recommends utilizing the Township services for payroll, pension, and snow removal. She has already set up an account with a company to perform drug screenings on potential employees. Interviews were conducted for an in-house maintenance worker and a candidate was selected. Resolution No. 2018-38 was moved by Elizabeth Moore and seconded by Carole McNaughton to hire Mark Tortella as a part-time Maintenance Worker at an hourly rate of \$20.00. All in favor. Passed unanimously. His successful background check and drug screening have already been received.

Our missing DVDs were all recovered in good condition. The issue was discussed at a LOGIN meeting, and the county library may choose to reconfigure their system in the future to not allow self-check-in of materials from other libraries.

Sheila spoke with a police detective about installing “police only” parking spaces in our lot. The officers could park there while doing paperwork or other business from their vehicles, to possibly serve as a deterrent for illegal activity. Sheila will also look into hiring a security guard for nights and weekends, who could also possibly assist with getting patrons out of the building at closing time.

The 2019 budgeting process has stalled due to information needed from the township business office. Repeated requests have been made for employee health benefits and pension costs to no avail. If information is received in a timely manner, the budget can be presented at the December library board meeting.

**Adjournment:** It was moved by Jane Crocker and seconded by Carole McNaughton to adjourn the meeting at 5:26 p.m. All in favor. Motion carried.