

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING
Date April 16, 2018

At 7:00 pm, Library Board President Steve Noll administered the Library Trustee Oath to Patti Emanuele, Jen Gable, and Lisa LaCaruba.

The Board of Trustees Meeting for April 16, 2018 was called to order at 7:03 p.m. in the Library.
-Present at the meeting were Steve Noll, Seth Cohen, Patti Emanuele, Jen Gable, Lisa LaCaruba, and Carla Roselle. Absent were Mayor Dunwell and Mike Trent.

-Open Public Meeting Notice was read by the president and all stood for the Flag Salute.

-Agenda Approved – Motion made by Seth Cohen and seconded by Jen Gable. All approved.

-Minutes Approved – Motion to approve minutes for February 19, 2018 was tabled because the three new Trustees were not appointed at that time.

- Appointment of Gene Stocker as Library Bookkeeper at \$25.00 per hour with maximum of 10 hours was motioned by Lisa LaCaruba and seconded by Seth Cohen. All Approved.
- Appointment of Carla Roselle as Library Director was motioned by Steve Noll and seconded by Lisa LaCaruba. All approved.
- Appointment of EMC2 as IT support Services as contracted at \$75.00 was motioned by Jen Gable and seconded by Seth Cohen. All approved.
- Establishment of petty cash fund at \$200.00 was motioned by Seth Cohen and seconded by Lisa LaCaruba. All approved.
- Establishment of change fund at \$40.00 was motioned by Jen Gable and seconded by Steve Noll. All approved.
- Mileage reimbursement. The Board of Trustees agreed to establish a policy that the mileage reimbursement rate for employees on the Library business will be based on the standard IRS standard mileage rate. Motion was made by Steve Noll and seconded by Seth Cohen. All approved.
- Designation of PNC Bank as depository for W. H. Walter's Library funds was motioned by Jen Gable and seconded by Lisa LaCaruba. All approved.

Treasurers Report – Steve Noll

Action on Bills:

Checks for February and March were reviewed. February checks totaled \$1814.56 and March checks totaled \$533.27. Motion to approve and pay all bills for both February and March was made by Seth Cohen and seconded by Jen Gable. All Approved

The current year to date financial report was reviewed. Motion to approve the financial report was made by Seth Cohen and seconded by Jen Gable. All approved

Correspondence – None

Librarians Report – Carla Roselle

Ms. Roselle stated that 7 new Library patrons have been added. She mentioned that she has taken a course on Grant writing and has been awarded a Grant to receive 2 free books per month for one year. She gave all members present and copy of the Library Trustee roster with email and phone contact information. Ms. Roselle also stated that a presentation by a NASA Representative will be presented in April.

President's Report - Steve Noll

Steve Noll officially welcomed our three new Trustees. He stated that 2 officer positions were vacant and asked if any of the new members would like to fill the Vice-President and Treasurer positions. Jen Gable offered to be the Treasurer. A motion was then made by Seth Cohen and seconded by Steve Noll. All approved. The remaining two members want some time to consider the Vice-President position. Steve Noll motioned to table this appointment until our next meeting and was seconded by Seth Cohen. All Approved.

Committee Reports - None

Mayor's Report - Mayor Dunwell - None

School Principal Report -Seth Cohen – None

Old Business – The safety issue of the Library and the Municipal Building was discussed again in light of the recent threats made to the Belvidere Court House, Judges, and the Phillipsburg Police. The Phillipsburg Police stationed an Officer at the back doors to the Municipal Building with the Back doors being the only access into the building. All other doors were locked. Library Board President Steve Noll temporarily shut down the Library and placed a call to Alpha School informing Principal Seth Cohen of the situation and asking that an announcement be made that the Library would be closed for the remainder of the day. The Phillipsburg Police later called Steve Noll and stated that the suspect was apprehended. Steve Noll then called Ms. Roselle to re-open the Library and Mr. Cohen to cancel the Library shut-down announcement. Steve Noll said he would present this information to the Town Council at the next Town Council meeting.

New Business--A discussion was brought forward by Steve Noll to consider using our previous Auditor. Ms. Roselle contacted them and they agreed to reduce their rate from \$4000.00 to \$2000.00. Comparing the quality of the last 2 audits against our previous audits, he believes that the slightly higher cost would be justified based on the lack of quality on our last 2 audits. This will be re-visited at our next meeting. Ms Roselle will attempt to get this price adjustment in writing before our next meeting.

Next meeting will be May 14, 2017 at 7:00 pm.

A motion to adjourn was made by Seth Cohen and seconded by Jen Gable. All approved.

Respectfully submitted by
Steve Noll