

W.H. Walters Free Public Library  
1001 East Boulevard  
BOARD OF TRUSTEES MEETING  
Date April 8, 2019

The Board of Trustees Meeting for April 8, 2019 was called to order at 7:01 in the Library.

The "Oath of Office" was read by President Steve Noll and completed by Christina Smith.

Present at the meeting was Steve Noll, Patrick McHenry, Craig Dunwell, Dawn Marie Kondas, Christina Smith, Seth Cohen and Carla Roselle. Jarrod Dech was excused.

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

**Agenda Approved** – Motion was made by Seth Cohen and seconded by Mayor Dunwell. All Approved.

**Minutes Approved** – A motion was made by Seth Cohen to approve the February 11, 2019 Regular Meeting Minutes and was seconded by Mayor Dunwell. All Approved.  
Another motion was made by Seth Cohen to approve the March 11, 2019 Regular Meeting Minutes and was seconded by Mayor Dunwell. All Approved.

The Board agreed to discuss the approval of the Executive Session minutes from February and March in the meeting's executive session.

**Guest Speakers** – None

**Opportunity for Public Comments** – None

**President's Report** – Steve Noll

President Noll presented an 8 minute video (Trustee Training Requirements) and was viewed by the Trustees present at the meeting. The video was part of the Trustee Training Requirements.

Steve Noll asked the Board for their recommendations on how to change the Board of Trustees By-Laws. Input from the Board was discussed. The Board's Input to the 2016 By-Laws will be attached to these minutes.

President Noll asked the Board if there were any objections or issues to the 2019 Alpha Boro Appropriation Transfer and Data Sheet that was discussed in last month's meeting. There were no objections or issues.

Dawn Marie Kondas made a motion for President Steve Noll and Director Carla Roselle to sign the 2019 Alpha Boro Appropriation Transfer Formula and Data Sheet. Role Call: Seth Cohen-Yes, Mayor Craig Dunwell-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes.

It was stated that President Steve Noll and Director Carla Roselle will sign at this meeting, and Mayor Dunwell will then bring the signed paper to the Council Meeting tomorrow night.

**Treasurer's Report – Dawn Marie Kondas**

Dawn Marie stated that there were 4 bills to be paid totalling \$452.81 (Approved Bill List attached with minutes). Dawn Marie made a motion to approve the bill list presented and the motion was seconded by Seth Cohen. Seth Cohen-Yes, Craig Dunwell-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes.

Dawn Marie presented the March and Year to Date numbers for the library's revenue and expenses. Revenue and expenses totalling \$6,379.45 for the month of March and year to date totalling \$18,799.64. Dawn Marie stated that the salary information is now included and that the library is not showing a negative and now showing a balanced budget.

Dawn Marie then presented the Budget vs Actual through March of 2019. (Budget vs Actual attached to minutes)

Dawn Marie Kondas made a motion to approve the financial report as presented, and the motion was seconded by Patrick McHenry. Seth Cohen-Yes, Craig Dunwell-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes.

**Correspondence – None**

**Librarian's Report – Carla Roselle**

Carla Roselle started by stating that the sprinklers were just replaced.

She attended the Teen Brain seminar on March 26, 2019.

Carla submitted the Annual Survey in the middle of March. She feels that we met all requirements, but she will be notified of any failures in August.

The Summer Reading Program will be "A Universe of Stories", and she is currently working on the material now.

Carla told the Board that the Financial Disclosures were sent out from the Clerk, but she will confirm because several Board members did not receive an email.

Egg Hunt tickets are at the library and are ready for pick-up. The Easter Egg Hunt will be on April 26, 2019.

Carla then stated that she completed the Standard Operating Manual that is needed for the audit.

**Mayor's Report – Mayor Craig Dunwell**

No Report

**School Principal's Report – Seth Cohen**

Seth Cohen stated that the last day of school will be June 7th.

Alpha Public School's budget presentation will be held on April 30th at 7:00pm. He also stated that Parent/Grandparent day was held at the school on April 5th. The date for the school's musical has been changed from May 2, 2019 to May 7, 2019, but he will know for sure after the School Board approves the new date at the next School Board meeting.

Mr. Cohen said that he is proposing to start the new school year for students on August 28, 2019 and August 26th & 27th for the teachers.

### **Committee Report –**

Dawn Marie Kondas made a motion to approve all Committee Reports and the motion was seconded by Seth Cohen. Seth Cohen-Yes, Craig Dunwell-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes

### **Opportunity for Public Comments -**

Jennifer Gable, of 621 Grant Street, told the Board that she will take the signed Formulation Data Sheet back to Council. She stated that there will be a subcommittee formed and that is why there was a delay.

### **Old Business -**

Mayor Craig Dunwell stated that he is still working on the minutes from 2016

### **New Business –**

Director Carla Roselle explained to the Board that she could not complete the approved purchase of 7 new computers for the Library Board approved price of \$5,999.99. Carla stated that she worked with Sean, the QPA, to put together 2 new quotes. EMC2 LLC came back with a price of \$6,713.00. Install/Setup - \$1,330, 2019 Office Software-\$553(all 7 computers), Deep Freeze-\$315 and Computers-\$4,515. Carla explained that the price was higher than the original quotes because of the new 2019 Office Software.

Dawn Marie Kondas made a motion to approve the spending for 7 new computers with all related software as well as installation and labor to EMC2 LLC in the total amount of \$6,713.00 per their quote on March 26, 2019. The motion was seconded by Mayor Craig Dunwell. Seth Cohen-Yes, Craig Dunwell-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes.

Dawn Marie Kondas made a motion to include this in our current budget, labeled Rev.1, in the amount of \$6,713.00 to capital expense, offset to the operating fund. Patrick McHenry seconded the motion. Seth Cohen-Yes, Craig Dunwell-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes.

President Steve Noll made the motion to go into Executive Session for 20 minutes for Personnel, Contract and Litigation. The motion was seconded.

Seth Cohen motioned to resume regular session and Patrick McHenry seconded at 8:51pm. All Approved.

President Steve Noll stated that our next meeting would be on Monday, May 13, 2019 at 7:00pm.

Seth Cohen then motioned to adjourn meeting and that was seconded by Patrick McHenry. All Approved. Meeting ended at 8:57pm.

