

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING
Date July 9, 2018

The Board of Trustees Meeting for July 9, 2018 was called to order at 7:00 p.m. in the Library.
-Present at the meeting were Steve Noll, Seth Cohen, Jen Gable, Lisa LaCaruba, and Carla Roselle.
Mayor Dunwell was absent and Patti Emanuele resigned.

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

Library Board President Steve Noll moved Correspondence to first order of business and read Patti Emauele's resignation letter. Motion was made by Seth Cohen to accept Patti Emanuele's resignation and was seconded by Jen Gable. All Approved

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

Minutes Approved – There were no Minutes for approval.

Guest Speakers- Lorraine Rossetti, Alpha Borough CFO presented an overview of how the Library Tax levy is processed. All of the Library Director's payroll figures as well as the payroll processing charges are deducted by the CFO with the quarterly tax levy. There is some concern as to whether or not the phone and utility charges are being paid for by the Borough or the Library. Lorraine said that her research into this matter showed that the town agreed to try this for two years. Jen Gable stated that the original Borough vote to pay these charges for the Library was for a two year trail period and did not seem to be discussed any further once that two year period ended in 2016. Steve Noll will bring that issue forward at the Town Council meeting on Tuesday, Jul 10, 2018 at 7:00pm. Lorraine stated that she kept those charges in place only because she received no guidance to delete them from the records. Lorraine also provided some of the missing payroll figures that haven't been updated by our bookkeeper because they weren't available and reviewed each line item so the Library Board had an understanding of how payroll deductions are determined. Jen Gable will review this with Gene Stocker and make those adjustments for our next meeting. Also discussed were the discrepancies in money paid to the Library and whether or not the year end payments were correct. This matter may be cleared after we receive the 2017 audit. Mayor Dunwell asked if the Library Board would consider the proposed wash of the budget discrepancies as put forward by the Mayor and Town Council at an earlier Board meeting. Library Board President Noll stated that he felt we needed to review the current audit for 2017 before this would be considered by the Library Board. Discussion was also directed to the fact that the Borough does not budget any additional funding to the Library, while many other towns will budget some additional for their respected Libraries.

Opportunity for Public Comments- None

President's Report - Steve Noll

Steve Noll addressed the security issues and stated that Todd Pantuso and the Phillipsburg Police Dept. are working on the base building plan and that the library security issue would be worked into the plan once they finalized the building plan. Steve then mentioned that the issue of installing the fobs on the doors should be discussed when the Mayor was at the meeting so this could be brought forward to the Town Council. Carla Roselle then stated that the fobs were being installed in the building today, but only included the municipal doors and basement doors. The two Library doors were not being updated with the electronic fobs. Steve Noll said he would bring this issue to the Town Council meeting also. Moving on, Steve Noll said that he and Carla Roselle had discussed the establishment of committees. Both felt that until we again have a full Library Board, committees should be formed on an as needed basis. All Board members agreed.

Treasurers Report – Jen Gable

Action on Bills:

Jen Gable first stated that the audit draft is still be worked on based in part with the financial issues discussed by Lorraine Rossetti . The auditor told her he should have the draft available by our next meeting.

There were seven checks for June totaling \$1,559.34. Motion to approve and pay all bills was made by Steve Noll and seconded by Seth Cohen. 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 Lisa LaCaruba. All approved

Correspondence – One Resignation Letter from Patti Emanuele was received by Steve Noll via email. (Moved to first item of business.)

Librarians Report – Carla Roselle

Ms. Roselle stated that 10 new Library patrons have been added. She also stated that this is currently more families joining the Library when becoming Alpha residents. Carla is also working on a new grant to obtain non-fiction books for younger readers. She had 12 teen volunteers work at the library this past month. She also discussed that meals currently being distributed at the Alpha School may be a program that if moved to the Library, might prove more beneficial for the community. She and Seth Cohen will discuss and review this possibility.

Committee Reports - None

Mayor's Report - Mayor Dunwell – None

School Principal Report -Seth Cohen

Principal Cohen stated that the Alpha School Graduation went very well. He said that he has completed a School Safety Specialist Training program and that there will be several security upgrades taking place at the school.

Motion to approve all committee reports was made by Seth Cohen and seconded by Jen Gable. All Approved.

Old Business –

Missing Minutes from 2016 could not be addressed because Mayor Dunwell was not present. Once again the Library By-Laws are on hold because of two vacancies on the Library Board. Once two new members are appointed, we will make any adjustments and vote on the By-Laws.

New Business– None

Two Board members said they will not be available to attend the August meeting on the second Monday of the month. After discussion, the Library Board agreed to move the meeting to the third Monday of August.

The next meeting will be August 20, 2018 at 7:00 pm.

A motion to adjourn was made at 7:56pm. by Jen Gable and seconded by Lisa LaCaruba. All approved.

Respectfully submitted by
Steve Noll