

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING
Date June 11, 2018

The Board of Trustees Meeting for June 11, 2018 was called to order at 7:00 p.m. in the Library.

-Present at the meeting was Steve Noll, Jen Gable, Lisa LaCaruba, Mayor Dunwell, Patti Emanuele, and Carla Roselle.

Seth Cohen was excused and Mike Trent was absent.

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

Agenda Approved – Motion made by Jen Gable and seconded by Lisa LaCaruba. All approved.

Minutes Approved – Minutes for May 14, 2018, as corrected, were motioned for approval by Mayor Dunwell and seconded by Jen Gable. All Approved.

Guest Speakers- None

Opportunity for Public Comments- None

President's Report - Steve Noll

Steve Noll stated that the security plan being drafted by Todd Pantuso was being written based on several generic copies he obtained from the internet. He was unable to obtain a copy from the Borough. Donna Messina was unable to find a copy of any pre-existing emergency plan. Steve mentioned that he also spoke with Donna Messina and she informed him that the previous clerk was also unable to locate any plan. Steve said that once a new plan was drafted for the building, Todd and he would meet with Carla and the Phillipsburg Police to include any specific issues as they relate to the Library.

Treasurers Report – Jen Gable

Action on Bills:

There were four checks for June totaling \$482.68. Motion to approve and pay all bills was made by Lisa LaCaruba and seconded by Steve Noll. All Approved

The current year to date financial report was reviewed. Jen stated that the Statement of Activity report was added per the Mayor's request. Lisa LaCaruba asked why the Borough CFO was not present and Jen Gable and Steve Noll reported that she forgot to attend the previous meeting and she hadn't responded to request for this month. Jen said she would be meeting with the CFO and would make sure that the CFO was available for the July meeting. Motion to approve the financial report was made by Lisa LaCaruba and seconded by Mayor Dunwell. All approved

Correspondence –Resignation Letter from Mike Trent was received by Steve Noll via email on May 27, 2018 to be effective immediately. A motion to accept the resignation, with regrets, was made by Mayor Dunwell and seconded by Jen Gable. All Approved.

Librarians Report – Carla Roselle

Ms. Roselle stated that 3 new Library patrons have been added. She stated that the essential oils program went very well. The auditor contacted her and said they would begin the audit on Thursday, June 12, and continue on Friday June 13, 2018. Carla finished her report by saying that the Library’s Summer Program agenda was sent to the Alpha Public School for distribution to the students.

Committee Reports - None

Mayor’s Report - Mayor Dunwell –

Mayor Dunwell said the in regard to the Lock Doctor getting back to the Borough on installing dead bolts on doors, they have not yet responded. The Mayor said that the minutes requested from the Library by Councilman Singleton appear to be only about 60% complete. Carla said that the two years requested were during a period were the Library Board only met every other month and did not have meeting during the summer months and that the minutes she provided were complete as recorded for that time. Carla said that she is not in attendance for any Executive Session meetings and with the changeover of Library Trustees, those minutes might not be available anymore. No current Trustees were on the Library Board during that timeframe. Mayor Dunwell suggested that maybe it would be a good idea to have a copy of the Library Minutes kept in the clerk’s office to be readily available if an OPRA request was made. The Mayor also questioned if the outcome of the current audit would be open for discussion with the Borough if the outcome had any questionable areas. Steve Noll responded by saying that he wanted to see if this audit would provide any clarification of the expenditures that have been questioned by both he and Jen Gable in their positions as Treasurers. The Mayor also asked if the Library Board minutes could be posted to the Library’s web-site. Carla said that they have been posted there before and could easily put all approved 2017 minutes up on the web-site.

School Principal Report -Seth Cohen – None. Lisa LaCaruba did question if Seth Cohen assigned an alternate to attend meetings in his absence. Steve Noll said that both the Principal and Mayor were Ex-Officio positions and as stated in the State Library Law, those positions could be assigned an alternate individual, however, there is nothing stated that one has to be assigned. Steve said he would address this with both the Mayor and Principal.

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

Old Business –

The Mayor said he would have the missing Minutes from 2016 that he is able to access to the Library Board before he left for the Ukraine. Steve Noll said that the Google web page Seth Cohen was going to establish for By-Law notes was not letting him access that page using his current email address, stating that it claimed that address was already in use. Steve was not going to create a new account just for

access to that page and now that the Board is short a member we can't proceed with approving By-Laws until we get a full Board.

New Business–

Lisa LaCaruba expressed concerns with the lack of security measures for the Library. Mayor Dunwell said that there are security cameras, both inside and outside, and panic buttons located within the building. He also said that the former OEM coordinator for the borough did have to supply the County OEM with a security plan and could not understand how a plan could not be located. Lisa was also concerned with the lack of emergency exit plans not being in place within the building to route people out in the event of an emergency. It was noted that this would be addressed with the Fire Dept. Chief. Lisa then asked if the Library Board could have some way of reviewing any Trustee candidates. Steve Noll said that this could be added into the By-Laws and that in the past, the Library Board did usually send names forward to the Mayor for consideration, however, ultimately the Mayor made the final decision. Also brought forward was the question of standard committees. Steve said that over the past two years, he and usually only one or two other Trustees were on the Board leaving no real way to assign standard committees. This will be looked into further for possible solutions.

The next meeting will be July 9, 2018 at 7:00 pm.

A motion to adjourn was made at 7:38pm. by Mayor Dunwell and seconded by Jen Gable. All approved.

Respectfully submitted by
Steve Noll