

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING
Date November 19, 2018

The Board of Trustees Meeting for November 19, 2018 was called to order at 7:01pm in the Library. Patrick McHenry was sworn in as new Library Board Trustee.

-Present at the meeting was Steve Noll, Seth Cohen-(excused), Mayor Dunwell, Jen Gable, Lisa LaCaruba, Patrick McHenry, and Carla Roselle.

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 – The minutes for October 8, 2018 were available for review and approval. Motion was made by Jen Gable and seconded by Mayor Dunwell to approve October 8, 2018 minutes. Mayor Dunwell did have one question regarding a statement attributed to him which Board president Noll explained. No further questions were asked. Steve Noll, Mayor Dunwell, Lisa LaCaruba, and Jen Gable approved minutes. Patrick McHenry abstained.

Guest Speakers- John Mooney – Steve Noll asked Mr. John Mooney to sit at the Board table and introduced Mr. Mooney to Mayor Dunwell. John Mooney then began his overview of the draft audit which was sent to all Board members prior to this meeting. He began with the recommendations which are at the end of the draft audit. These can be reviewed within the audit. John further explained how the audit numbers were determined based on a request by the Borough CFO. He explained how he came up with the \$30,000 that the Borough owes the Library. Complete detail of this issue can be reviewed within the audio copy of the Library meeting. Lisa LaCaruba asked about recommendations and John explained that they can be viewed as goals to better the Library and make it more efficient. Steve Noll asked why there was a difference in the Borough audit compared to the Library audit. John explained that he reviewed the borough audit and is confident with the numbers he has. Mayor Dunwell asked if the Borough could get more quantitative data on the audit figures and John replied that he sent a complete detail to the CFO on Monday, November 12. The Mayor said he can review this data with the CFO and asked for time for the Borough to review this data before the audit is approved. John said he was fine with this, but said that it shouldn't lap into 2019. The Mayor agreed and the Library board will vote on audit approval at the December meeting. Jen Gable asked how the overpayment to the Library was not found in previous audits. The Mayor explained that the prior CFO may have made the payment to the Library erroneously because it hasn't been found on any bill lists. John said he will review whatever the CFO finds and will proceed accordingly and stated he wants to get to the final solution for this audit. Lisa LaCaruba stated that she wants to have every penny accounted for on the audit.

Opportunity for Public Comments- Councilman Cartabona commented on how far the Library has progressed since he became a Library patron. He then asked if the difference in the Library fund balance

and the savings account figures is where the \$30,000 difference is taken into account. John explained that the accounts payable and a few other accounts make up this figure. Councilman Cartabona then stated that he would like to see the Library succeed. Councilman Pettinelli asked if the Borough budget can be passed if there is a disagreement with the Borough and Library audits. John said that it could because there are two separate governing bodies and they are completely separate issues. Councilman Pettinelli then asked if an overpayment should have been addressed in auditor's recommendation. John said that it should, however, he didn't see any instances of that payment in 2017 and he couldn't really speak to prior year payments. Lisa LaCaruba asked if it was common for an auditor to mentor a new CFO. John said he never did that. Jen Gable then asked if it is common for the Borough audit and Library audit to say two different things. John said that it does happen, but it is not common and is rectified by communication between the Borough and Library. Jen Gable then asked if the Library tax levy should be turned over to the Library. John said that there are several ways this could be done and is usually with agreement of the Borough and Library. Councilman Cartabona stated that in the recommendation of insurance coverage, he believes that both the Librarian and the treasurer are covered. John said that at the end of 2017 that wasn't stated as such. Carla Roselle then said that during the audit, they could not get a copy of the coverage for the Library. Councilman Pettinelli asked if he understood correctly about the overpayments. He asked if there were three different payments. John explained that the \$30,000 was the overall total.

President's Report - Steve Noll

Steve Noll reported that he would be visiting the Alpha School to do a brief overview of Lenape Indian life on November 27. Then at 5:00pm, he will have a presentation in the Library of six or seven short video clips of the Lenape lifestyle and discussion of each video clip.

Treasurers Report – Jen Gable

Action on Bills:

There were ten bills to be paid totaling \$3,167.24. Motion to approve and pay the bill was made by Steve Noll and seconded by Mayor Dunwell. All Approved.

The budget vs. actual budget numbers are only updated as of September 30, 2018. The CFO did not provide any current budget numbers. Jen said she emailed the CFO last Thursday as a reminder and did not hear back from her. The CFO did state earlier that she would provide these numbers monthly to the treasurer.

Motion to approve the financial report was made by Patrick McHenry and seconded by Steve Noll. All approved.

Correspondence – None

Librarians Report – Carla Roselle

Ms. Roselle stated that 7 new Library patrons have been added. She said that the total number of patrons using the Library was up a little, but this time of year the numbers fluctuate. Carla said that programs are doing very well. We completed a N. J. Night Animals presentation by the Warren County Clean Communities and the Golden Dragon Karate did a self defense class that was also well attended.

Coming up in December, NASA is returning to do a presentation on the 20th anniversary of the International Space Station and will focus on Astronaut life aboard the Space Station. There will also be a meditation class on December 3. Carla said that the Grant she applied for was approved and the Library received the \$3000 Grant.

Mayor's Report –None

School Principal Report -Seth Cohen -`

Committee Reports - None

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

Old Business –

There is no change for the missing Minutes from 2016. By-laws and secretary position are again tabled until we have a full Board. One position has been filled and the other possible candidate was not voted on by the Council because she is a non-resident and the Council wanted to wait for the Mayor's appointment before voting. Steve Noll said by State Library Law, we are authorized to have one non-resident trustee and asked the Mayor to take that into account. Steve Noll stated she is very active in three Libraries and is a member of the Book Club in each. Steve Noll reported that Councilwoman Grossman was not at the last Council meeting and he hasn't heard back on the blinds for the side Library door. Mayor Dunwell noted that Steve Noll did bring this issue up at a prior Council meeting. The minutes from the Borough Council meeting paying the Library's utility bills was approved on July 24 and Carla said she did put a copy of those minutes in the Library meetings folder. Lisa asked the Mayor if he knew if the Borough employees have received the active shooter/building security class. The Mayor said he did not believe so and Steve Noll said that he was going to address that with the Police Chief at the last Council meeting and the Police Chief was not present. He said the change in Council meeting from the Tuesday night to the Monday night might account for the low participation of committee members present at that meeting. Lisa LaCaruba stated that this issue needs to be rectified for the overall safety of Library patrons, employees and residents.

New Business–None

The next meeting will be December 10, 2018 at 7:00 pm.

A motion to adjourn was made at 8:20pm by Jen Gable and seconded Patrick McHenry. All approved.

Respectfully submitted by Steve Noll