

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING
Date October 8, 2018

The Board of Trustees Meeting for October 8, 2018 was called to order at 7:02pm in the Library.

-Present at the meeting was Steve Noll, Seth Cohen, Mayor Dunwell, Jen Gable, Lisa LaCaruba, 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 Seth Cohen. All approved.

Minutes Approved – The minutes for September 17, 2018 were available for review and approval. Motion was made by Seth Cohen and seconded by Mayor Dunwell to approve September 17, 2018 minutes. Steve Noll, Seth Cohen, Lisa LaCaruba, and Jen Gable approved minutes. Mayor Dunwell abstained.

Guest Speakers- None

Opportunity for Public Comments- Councilman Pettinelli asked if we have received any further clarification on our audit report considering that there appears to be some discrepancies between what the Borough audit found compared to what the Library audit found. Jen Gable said she would address this in her treasurer's report; however we have not received a copy of the audit. Mayor Dunwell stated that he believes the audit will show that the Borough overpaid the library and that the Borough would not seek reimbursement of those funds because of a mistake by the former CFO.

President's Report - Steve Noll

Steve Noll reported that the electronic FOBs have been installed on the two library doors. The locks didn't work at first because Cooper did not set the manual locks before they left. Carla noticed the issue and made the proper corrections. The doors are working as required now. Steve Noll said that emails sent to the Mayor and Councilwoman Grossman were only partially answered. Mayor Dunwell did respond in regard to the door locks and said that the issue of missing minutes would be addressed as soon as he is available pending the completion of the water softener treatment issue. Councilwoman Grossman did not reply at all regarding the missing blind on the side entrance door to the library. Steve Noll said he would address this with her at the Borough Council meeting. Steve Noll said that he would work out the details for the Lanape Indian presentation with Seth Cohen to include an abbreviated presentation at the school prior to the library presentation.

Treasurers Report – Jen Gable

Action on Bills:

There was only one bill available this month because this meeting was earlier this month and all bills have not been received yet. The one bill totaled \$116.25. Motion to approve and pay the bill was made by Mayor Dunwell and seconded by Seth Cohen. All Approved.

The budget vs. actual budget numbers has been updated as of September 30, 2018. The Borough appropriations are current to the end of September. Mayor Dunwell asked if that figure should be a monthly figure. Jen Gable said that our bookkeeper also said that should be monthly, however, he would have to charge us to create that spreadsheet. Jen said she would contact the CFO to see if she could provide those figures. Tax rate was adjusted by the CFO based on the County certified tax information. The figure was \$8.09 less.

Motion to approve the financial report was made by Mayor Dunwell and seconded by Seth Cohen. All approved.

Jen stated that the audit started back in June 2018 has a discrepancy between Borough numbers and Library numbers as per John Mooney. Adjustments were made regarding the July Council meeting where the Borough agreed to continue paying for the library's utilities. Jen further stated that the library audit will show that the Borough owes the library money. They plan to have a draft report ready by the end of this week and it will be sent as a pdf. file so it can be sent to the entire library board for review. John Mooney said he will attend out next meeting so he can answer specific questions anyone might have.

Correspondence – None

Librarians Report – Carla Roselle

Ms. Roselle stated that 9 new Library patrons have been added. She said that the total number of patrons using the library was down a little, but this isn't unusual for this time of year. Carla said she attended a meeting that the new Warren County library and that they will be offering free programs. Now that these meetings are local, Carla said she would be able to attend more of them. The Golden Dragon Karate club will be offering a free self defense class and demonstration at the library on November 13 at 6:00pm. They will provide a demonstration for both children and adults on how to flee a possible abduction so everyone will know the procedure. The Golden Dragon does not provide any yoga or Tai Chi classes; however, Carla said she is still working that area.

Mayor's Report –None

School Principal Report -Seth Cohen

Principal Cohen stated that the Alpha School has stated using the laser cutter program and 3d imaging installed on their computers. Links have been sent to the students and also to the library. You Tube has tutorials on how to work the program. A Harassment, Intimidation, Bulling program will be held on Wednesday October 10, 2018 at the school. This program will follow any questionable behavior of a student so a proper action can be taken if needed.

Committee Reports - None

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 still working issue with the Borough's water softener issues. He said he would not make any promises as to when he would have these available and he was not at one of those meetings and therefore would not be able to provide those minutes. When asked why these minutes have been missing for 18 months, the Mayor stated that he made promises he couldn't keep to get them and at the present time they are not a priority, however, he will get them finished.

By-Laws will be on hold until we have a full board. Seth suggested that we try to find several people willing to join the board for a short time just so we can get the by-laws updated. This will be considered. Nomination for a board secretary was once again tabled pending the addition of the two vacant trustee positions.

The Phillipsburg Police Chief will be asked about the building security plan on Wednesday night's Council meeting. Steve Noll stated that the library board should review the plan as related specifically to the library and make adjustments or approve if the board agrees it meets the requirements of the library. Once the Minutes for the Council meeting on July 10, 2018 approving the Borough paying for the library utilities bills is approved by the Council, Steve Noll will obtain a copy for the library records.

New Business—Lisa LaCaruba asked Mayor Dunwell if he was aware if the Borough employees have received the active shooter class and preview of the building security plan. Mayor Dunwell said he was not aware of that class taking place. He will check into this. Discussion was made that everyone within the building needed to be aware of the plan in order for it to be effective. Lisa LaCaruba asked if Steve Noll would look into having the Borough employees class opened again to the library board so those that were unable to attend the first class would have the opportunity to attend that class. Lisa also had concerns that an incident in town was not made known to both the school and library. Seth Cohen said that the issue was not as serious as it was made out to be, however, everyone should have been made aware of this before a newspaper article was published about the story. Seth said the Police Chief said if the issue would have been as serious as was first thought, notifications would have been made. Mayor Dunwell stated that he also found out about this after the story was around town.

NOTE: Mayor Dunwell asked if we could have the auditor come in December because he would like to be present for that meeting unless we were trying to hide something from the audit. Board President Noll said that we haven't seen any details of the results, and after some discussion, the Library Board meeting was then scheduled for November 19 instead of November 12 because of a scheduling conflict with the Borough Council meeting.

The next meeting will be November 19, 2018 at 7:00 pm.

A motion to adjourn was made at 7:46pm by Seth Cohen and seconded Mayor Dunwell. All approved.

Respectfully submitted by Steve Noll