

W.H. Walters Free Public Library  
1001 East Boulevard  
Alpha, NJ 08865  
BOARD OF TRUSTEES MEETING  
Date September 17, 2018

The Board of Trustees Meeting for September 17, 2018 was called to order at 6:58 p.m. in the Library. -Present at the meeting was Steve Noll, Seth Cohen, Jen Gable, Lisa LaCaruba, and Carla Roselle. Mayor Dunwell and his alternate Tracy Grossman were not present.

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 July 9, 2018 were available for review and approval. Motion was made by Seth Cohen and seconded by Jen Gable to approve July 9, 2018 minutes. All approved.

**Guest Speakers-** None

**Opportunity for Public Comments-** None

**President’s Report - Steve Noll**

Steve Noll gave an overview of the “Active Shooter” class that was prepared by the Phillipsburg Police Dept. and presented in the Town Council Room on August 23, 2018. He stated that the three Phillipsburg employees and three Library personnel, Lisa LaCaruba, Carla Roselle, and he were present. No Alpha Borough personnel attended this class. Seth Cohen commented that this should be brought to the Council’s attention. Steve Noll stated that the Phillipsburg Police Chief said he would brief this at the next Town Council meeting.

**Treasurers Report – Jen Gable**

Prior to having Jen Gable give the Treasurer’s report, Board President Noll sated that once again we had to reach out to the CFO to get the current budget numbers for the library. Because the CFO works for the Borough, the Library has no authority to mandate that she prepares this report. Although the CFO did provide this report, Jen Gable had to make contact to get these budget numbers. Steve Noll said he would bring this to the attention of the Town Council at the next Council meeting.

**Action on Bills:**

There were six checks for July totaling \$1,048.79. Motion to approve and pay all bills was made by Seth Cohen and seconded by Steve Noll. All Approved.

The budget vs. actual budget numbers have been added to the report as of August 31, 2018. Jen Gable also reported that the audit was still not presented to the library, but the auditor did say they would be available shortly.

Motion to approve the financial report was made by Steve Noll and seconded by Seth Cohen. 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 down a little, but this isn't unusual for August with the parents and students getting ready for the start of school. Fax income and DVD movie sales have been extremely good and we gained \$64.00 this past month. The meditation class had 13 people in attendance and was very well received. Carla got very good feedback and is trying to arrange a monthly class with this program. She said that in October, we will be holding an action plan workshop for job seekers which will provide guidance on using resumes to obtain employment. Carla stated that Lisa LaCaruba gave her a contact with Warren County Clean Communities and they will be doing a presentation for children on Oct 18, 2018 on New Jersey wildlife, specifically, on night wildlife. Seth Cohen said the school received RD Works which is software for a laser cutter program. It has to be installed on the computers and does not use that much space. He asked Carla if we could load that program on the library computers so the students will have access after school hours. This program allows students to program anything they want the cutter to engrave or cut. It takes a 3D image and allows the students to break them down to 2D so they can cut and build their project. Carla agreed to install the program.

**Mayor's Report – Mayoral Alternate Tracy Grossman – None**

**School Principal Report -Seth Cohen**

Principal Cohen stated that the Alpha School had a smooth start to the school year. The next school board meeting will acknowledge the 4<sup>th</sup> marking period of last year's honor roll students. The first parent workshop will be on Oct 10, 2018. The first School Board meeting in Oct, he will present the first Score Report which he said was at least 90% good news.

**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 not present. Steve Noll said he would email the Mayor in regard to this.

By-Laws tabled until we get a full library board. Seth Cohen suggested that we start working the By-Laws and get a draft that can be presented and voted on once we again have a full library board.

Steve Noll reported that the FOBS have not been installed on the library doors and he will email Councilwoman Grossman on this issue. Steve will email the Mayor also on the deadbolt locks he mentioned would be installed. In addition, he will ask Councilwoman Grossman about the blinds for the side library door that she said she would have the DPW worker replace.

Nomination for a board secretary was once again tabled pending the addition of the two vacant trustee positions.

The Phillipsburg Police will contact us once they have the final draft of the building emergency plan completed. Steve Noll stated that the library board should review the draft 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 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 was researching the possibility of having a Tai Chi or self defense class in the library. Seth Cohen suggested checking with the Karate school hear in Alpha to see if they offered any such programs. Steve Noll also said an instructor from Warren County Community College might be available. This will be looked into further and suggestion will be offered. The Native American presentation that Steve Noll presented last year will again be presented in November. Steve asked Seth Cohen if possibly he could bring a few artifact displays to the school the week before this presentation to build a stronger student interest. Seth Cohen said he agreed and we will coordinate this prior to the November library presentation.

The next meeting will be October 8, 2018 at 7:00 pm.

A motion to adjourn was made at 7:34pm by Seth Cohen and seconded Jen Gable. All approved.

Respectfully submitted by Steve Noll