

W.H. Walters Free Public Library
1001 East Boulevard
BOARD OF TRUSTEES MEETING
Date June 10, 2019

The Board of Trustees Meeting for June 10, 2019 was called to order at 7:01 in the Library.

Present at the meeting was Steve Noll, Patrick McHenry, Jarrod Dech, Dawn Marie Kondas, Christina Smith, Seth Cohen and Carla Roselle. Mayor Craig Dunwell was excused from the meeting.

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

Agenda Approved –

Minutes Approved – Motion was made by Seth Cohen to approve the May 13, 2019 Regular Meeting Minutes and was seconded by Patrick McHenry. Steve Noll, Jarrod Dech, Patrick McHenry, Christina Smith and Seth Cohen approved. Dawn Marie Kondas abstained from the vote.

A motion was made by Christina Smith to approve the May 22, 2019 Meeting Minutes and was seconded by Seth Cohen. All Approved.

Guest Speakers – None

Opportunity for Public Comments – None

President's Report – Steve Noll

President Steve Noll reported that the Training Requirements were removed from the website by the State and we would not be watching the video at the meeting.

President Noll explained his inclusions into the By-Laws and Policies. He was asked to use exact quotes instead of paraphrasing and he agreed to make the changes. There were no other objections to the By-Laws and Policies that Steve presented.

Dawn Marie Kondas made the motion to approve the presented By-Laws and Policies as written, with corrections discussed. Seth Cohen seconded the motion. All approved.

Dawn Marie Kondas made a motion to approve Resolution 2019-08. President Steve Noll seconded the motion. All Approved.

Dawn Marie Kondas made the motion to approve Resolution 2019-09. Patrick McHenry seconded the motion. All Approved.

The Board discussed the "Director Evaluation Criteria" and how a checklist should be formed. The Board agreed to form a subcommittee to put together research for the Director Evaluation Criteria/Checklist. Patrick McHenry, Christina Smith and Steve Noll agreed to volunteer for this committee.

Seth Cohen made a motion to approve the Library Standard Operating Procedures(SOP). Christina Smith seconded the motion. Seth Cohen, Jarrod Dech, Patrick McHenry, Steve Noll and Christina Smith approved. Dawn Marie Kondas-No

President Noll discussed how our Bookkeeper asked to be removed as the approved third signature for library checks. Steve discussed the importance of approving a third person to be able to sign library checks.

President Steve Noll made a motion to add our Vice President, Patrick McHenry, to the library checks signature card. Seth Cohen seconded the motion. All Approved. The minutes and the approval of Patrick McHenry as the Vice President and the approval of Patrick McHenry to be added to the Signature Card will have to be presented to PNC Bank for their records.

Treasurer's Report – Dawn Marie Kondas

Library Director Carla Roselle gave the treasurer's report because Dawn Marie Kondas was not able to attend the last Treasurer Meeting.

Carla presented the Bill List, which showed 4 bills totalling \$7,381.56. The bill list presented was higher this month because of the purchasing of the new computers.

Seth Cohen made a motion to approve the Bill List presented. Dawn Marie Kondas seconded the motion. Seth Cohen-Yes, Jarrod Dech-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes

Dawn Marie questioned Carla on why Gene changed the Budget Appropriation numbers. Carla stated that she would follow up with Gene on his numbers for the Budget Appropriation.

Carla presented the Actual vs Budget. The sheet did not show the Budget increases that were discussed and approved from previous meetings. Carla stated she will follow up with Gene.

Carla will also follow up on the Balance Sheet that was presented. There were questions about the amount listed that is still owed to the Borough.

The approval of the Financial Report was tabled until follow-up and questions were answered. Will be discussed at the next regular board meeting.

Correspondence – None

Librarian's Report –

Director Carla Rosselle reported that there were 4 new members this month. And her report showed increases throughout the library. 4 people attended the Chair Yoga and 8 people attended the weight loss program.

Books began to arrive from the Tishler Grant. Carla reported that she received around 100 new books.

Carla reported that the new computers arrived on May 23rd.

She visited Alpha Public School, K-4, on June 3rd to discuss the Summer Reading Program. 25 children have registered for "A Universe of Stories".

Carla asked for approval to use her own credit card to purchase prizes for the Summer Reading Program. She stated that she uses the web site Oriental Trade to purchase prizes.

Steve Noll made a motion to approve Carla to use her own credit card for a one time purchase from Oriental Trade. Seth Cohen seconded the motion. Seth Cohen-Yes, Jarrod Dech-Yes, Dawn Marie Kondas-Yes, Patrick McHenry-Yes, Steve Noll-Yes, Christina Smith-Yes

Carla presented the calendar of the Summer Reading Program.

Carla stated the Audit will take place on June 24, 25 and 26.

Mayor's Report – Mayor Craig Dunwell
No Report

School Principal's Report – Seth Cohen

Seth reported that school is out for the summer. Over the summer he will be hiring 2 new Special Education teachers, 1 new Secretary and 1 Building and Grounds Supervisor. He stated that Alpha School will be bringing in a new PreSchool Disabled Program in September. Seth asked for any donations of preschool toys for the new program.

Committee Report –

Seth Cohen made a motion to approve all Committee Reports and the motion was seconded by Patrick McHenry. All Approved.

Opportunity for Public Comments -
None

Old Business -

Steve Noll stated that the Minutes of 2016 were still pending.

New Business – None

The next meeting will be held on July 8, 2019 at 7:00 pm.

Seth Cohen made a motion to adjourn the meeting. Christina Smith seconded the motion. All Approved. The meeting ended at 7:37 pm.