

W.H. Walters Free Public Library  
1001 East Boulevard  
BOARD OF TRUSTEES MEETING  
Date May 13,, 2019

The Board of Trustees Meeting for May 13, 2019 was called to order at 7:09 in the Library.

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

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

**Agenda Approved** – Motion was made by Seth Cohen and seconded by Mayor Dunwell. All Approved.

**Minutes Approved** – A motion was made by Christina Smith to approve the April 8, 2019 Regular Meeting Minutes and was seconded by Seth Cohen. All Approved.

The approval of the February 11, March 11 and April 8, 2019 Executive Session Minutes was tabled until next month due to attendance at the meeting.

**Guest Speakers** – None

**Opportunity for Public Comments** – None

**President's Report** – Steve Noll

President Noll decided to table the Trustee Training Video until next month's meeting.

Steve Noll reviewed suggestions for the Board of Trustees Bylaws and Policies. Further discussions will continue next month with a full Board.

The Library/Borough Appropriation Resolutions 2019-08 and 2019-09 were presented and discussed. Seth Cohen made a motion to approve Resolution 2019-08. The motion was seconded by Mayor Craig Dunwell. Seth Cohen-Yes, Craig Dunwell-Yes, Steve Noll-Yes, Christina Smith-Yes.

Seth Cohen made a motion to approve Resolution 2019-09. The motion was seconded by Christina Smith. Seth Cohen-Yes, Craig Dunwell-Yes, Steve Noll-Yes, Christina Smith-Yes

President Steve Noll questioned if the Library Director's salary increase has been put into effect. Mayor Dunwell explained that there has not been a salary resolution completed for any Borough employee as of yet. Mayor Dunwell will question the Finance Director on why the increase has not taken place as of yet and will report back to the Board.

**Treasurer's Report – Dawn Marie Kondas**

President Steve Noll presented the Bill List in Dawn Marie's absence. There were 4 bills totaling \$1,572.51. Seth Cohen made the motion to approve the May 1-13, 2019 bill list. The motion was seconded by President Steve Noll. All Approved. (Bill List for May 1-13, 2019 Attached).

The Board discussed the Actual vs Budget spreadsheet.

Seth Cohen made a motion to approve a \$569 increase in payroll costs as per the communication from the Library Board Treasurer on May 4, 2019. Craig Dunwell seconds the motion. All Approved.

Seth Cohen made a motion to agree to the recommendations of the Library Board Treasurer that the Board will postpone the payment of the 2019 1st quarter Municipal Appropriation until the end of the 2nd quarter. The motion was seconded by Craig Dunwell. All Approved.

Steve Noll made a motion to approve the Financial Reports presented. The motion was seconded by Seth Cohen. All approved.

**Correspondence – None****Librarian's Report – Carla Roselle**

Carla Roselle presented a spreadsheet that depicted an increase in library use and 6 new members for the month.

She explained new grants that have been issued to the library. The library received \$189 from the Junior Library Guild Customer Grant and also a \$50 from the STEAM Ahead with NASA Mini Grant.

Carla reported that on May 8th, she completed a webinar: Promoting Library Card Sign Up Month- Professional Development. May 13, 2019 at 1:00 p.m., the library will hold Chair Yoga. She stated that 12 people signed up for "Drops Pounds Simply and Safely". She stated she will meet with K-4 students at Alpha School to introduce and discuss the W.H. Free Public Library. Carla discussed the progress with the updates on the new computers and a discussion was held on how to dispose of the old computers. The Board asked Carla to follow up on suggestions given for the disposal of the old computers.

**Mayor's Report – Mayor Craig Dunwell**

No Report

**School Principal's Report – Seth Cohen**

Mr. Cohen reported that there was an incident outside of the school, and the Phillipsburg Police Department asked that the school to perform a "Shelter in Place" until the situation was resolved. Mr. Cohen sent out an email to parents/guardians discussing the situation.

Seth also reported that there is a push from the State for Pre-School programs to be placed in all public schools. Alpha is currently working with the State on requirements for the program. Mr. Cohen also reported that Alpha School will be working with the YMCA for a before/after school program for students in the upcoming school year.

**Committee Report –**

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

**Opportunity for Public Comments -**

None

**Old Business -**

Steve Noll stated that the Minutes are still pending.

**New Business –**

Seth Cohen made the motion to go into Executive Session for 15 minutes for Personnel.

The motion was seconded by Steve Noll.

The Board went into Executive Session at 8:02 p.m.

Seth Cohen motioned to leave Executive Session at 8:22 p.m. and seconded by Steve Noll. All Approved.

President Steve Noll stated that the next meeting will be held on Monday, June 10, 2019 at 7:00pm in the library.

Mayor Dunwell motioned to adjourn the meeting and was seconded by Seth Cohen. All Approved. The meeting ended at 8:23 p.m.