

W.H. Walters Free Public Library

1001 East Boulevard

Alpha, NJ 08865

BOARD OF TRUSTEES MEETING

Minutes for April 20, 2020

Under the guidance of executive order number 107 from the Governor of the State of New Jersey, due to the COVID-19 pandemic, this regular meeting of the W.H. Walters Free Public Library Board of Trustees was held as a virtual meeting using the audio-video service Zoom on April 20, 2020. Notice of virtual meeting was advertised and posted with 48 hours' notice by the Library Director on the Library's website and on the front and rear entrance doors to the Library, including how the public may attend, observe, or otherwise participate in said virtual meeting.

The Board of Trustees Meeting for April 20, 2020 was called to order by Patrick McHenry at 7:06 pm via Zoom.

Present at the meeting was Jarrod Dech, Tammy McGee, Patrick McHenry, Steve Noll, Christina Smith, Carla Roselle, Seth Cohen, and Mayor Craig Dunwell.

Open Public Meeting Notice was read by Patrick McHenry. There was no flag to salute; the Pledge of Allegiance was not recited.

**Agenda Approved** – Motion made by Tammy McGee to approve the regular, March 2020 Meeting Agenda. The motion was seconded by Seth Cohen. All approved.

**Minutes Approved** – Patrick McHenry made a motion to approve the regular meeting minutes for February 10, 2020. The motion was seconded by Steve Noll. Craig Dunwell abstained. All others approved. Steve Noll noted that his name was misspelled "Knoll" in the President's report section.

Craig Dunwell made a motion to approve the January 13, 2020 Executive minutes. The motion was seconded by Seth Cohen. All approved.

**Guest Speakers**- None

**Opportunity for Public Comments** - None.

**President's Report** – Regarding post- coronavirus preparedness, Patrick McHenry stated we were unsure of when the library would be able to reopen, but was hopeful it would be sometime in May or as Steve Noll mentioned, possibly June. Craig Dunwell shared information from the Governor's office of what timetable would be likely for reopening and that Library's would likely

be one of the last things to reopen. Patrick went on to discuss how distancing and sanitizing would be of high importance to keep library patrons safe. Craig asked what we should do with computers since they aren't set up with distancing in mind. Carla responded by saying the public may not be able to use computers because of the difficulties of keeping keyboards properly sanitized, but assured us that we will go by whatever the State Library recommends. Seth shared how the school is handling papers being handed in by students via a rotating bin system; bins with papers in them sit for 3 days before being handled, so the virus will no longer be active on those items. Craig shared a similar method using paper bags.

### **Treasurer's Report –**

March: Carla stated that February and March bills were from Baker & Taylor, Gene Stocker, Toshiba copier, and firewall for computers. Total for the March was \$718.75. A motion to approve this was made by Steve Noll and seconded by Seth Cohen. A roll call vote was taken and all approved.

April: Carla stated that April bills were for Baker & Taylor, Gene Stocker, and copy machine. Motion to approve and pay the bills totaling \$597.06 were made by Steve Noll and seconded by Seth Cohen. A roll-call vote was taken and all approved.

Due to the coronavirus pandemic, we are unable to hold an executive session. Since the Library won't be in full operation for a good portion of the year, Steve Noll made a motion to approve Carla Roselle as Library Director and approve a 2% cost of living increase, to bring her salary from \$51,707.90 to \$52,742.04. Seth Cohen seconded the motion. A roll call vote was taken. Cohen, Dech, McGee, McHenry, Noll, and Smith approved. Dunwell opposed.

Seth made a motion to adopt a temporary budget to pay for current bills as well as Library Director's salary. Christina Smith seconded the motion. Seth then amended his motion to state that the temporary budget would be for 52.5% of last year's budget. Christina Smith seconded the amended motion. A roll call vote was taken. All approved.

Approval of all financial reports: Christina Smith made motion to approve. Jarrod Dech seconded the motion. A roll call vote was taken. All approved.

### **Correspondence – None**

### **Internal Library Committee Reports - no committees have been formed**

**Library Director's Report –** Carla explained that March income was light due to closure for the majority of the month. \$141.67 was brought in by the Municipality; this was money leftover from 2019 that they were holding for us.

Highlights of Library: building is closed, but library is open virtually. We are offering virtual library cards to those who request them; ebooks and audiobooks can be borrowed from the online library. We are engaging the public via facebook page. Ideas and information are being shared

daily, for example, meditation classes, exercise classes, digital books, storytimes by famous authors and actors, Rosetta Stone access for 200 hours, newspapers, ancestry sites, aquarium and museum tours, magazines, how-to videos - all for free. Posts have been very popular. Emotional wellness kits have gotten the most hits. Over 20 new virtual memberships; they will come in and fill out forms once we reopen. Carla has been going in once a week to take care of mail, packages, and book drop. She has been following State Library guidelines for safe handling of materials.

Patrick asked Carla about events we had planned. He asked if they were being rescheduled or if they have been cancelled. Carla responded saying everything is on hold, moving forward one month ahead for each reschedule. Tammy mentioned how convenient the virtual library has been.

**Mayor's Report** – Craig stated he was having regular conference calls with all Warren County administrators regarding coronavirus numbers, issues that have come up, and the Governor's executive orders. He reported that as of today, the Borough of Alpha has 8 confirmed cases. Borough operations are working on schedule as well. Steve asked if the water softener had been down and Craig confirmed that it was offline longer than expected during routine maintenance. Lastly, Craig pointed out to Patrick that his digital signature on his email still showed him as vice-president.

**School Principal's Report** – Schools are closed and have moved to online learning. Most students now have chromebooks. He and Bob Plimpton, the head custodian are only staff in the building now. They are handing out bagged breakfasts and lunches to students who are on free/reduced meals. There is currently about a 10% participation rate. Stated that the school budget presentation would be held at the next scheduled Board Meeting, which will also be held virtually. He then applauded teachers for rising to the challenges that are facing them and that the community has been very supportive, realizing this is not business as usual. Seth's impression is, based on the Governor's comments that last time he extended school closure, is that he will try to get us back in school on May 18 for the remainder of the school year. He would like to still have Graduation and field day, and would like to come up with a plan for something to do to help the students educationally over the summer so that when we go back in the fall, the effects of this loss of learning due to school closure will be minimized and students can move forward with learning rather than just reviewing.

Motion to approve all committee reports was made by Tammy McGee and seconded by Christina Smith. All Approved.

**Old Business** – Minutes from 2016 will be continued to be tabled pending Mayor's submission of written minutes.

**New Business** – Resolution 2019-7 Library Reimbursement. Steve explained that this stated that if we owe the Borough money at the end of a quarter, we pay them; if the Borough owes us money at the end of a quarter, they pay us. Steve then noted that Resolution should read

"2020-7". Only difference is that it should have Patrick's signature on it now. Motion made by Seth Cohen. Seconded by Steve Noll. Roll call vote was made. All approved.

The next regular meeting will be held virtually on May 18, 2020 at 7:00 pm.

Craig Dunwell added that the levy for the library went from about \$66,000 to about \$70,000 due to the addition of new building and there will be a groundbreaking for an 80,000 sq. ft. manufacturing facility by early summer; the same developer is also working on another project in the borough. If both buildings get constructed, there could be a jump in levy for the library to at least \$75,000.

A motion to adjourn was made at 7:53 pm by Seth Cohen and seconded Christina Smith. All approved.

Respectfully submitted by Tammy McGee