

W.H. Walters Free Public Library

1001 East Boulevard

BOARD OF TRUSTEES MEETING

Date February 11, 2019

The Board of Trustees Meeting for February 11, 2019 was called to order at 7:01 in the Library.

Present at the meeting was Steve Noll, Mayor Dunwell, Patrick McHenry, Dawn Marie Kondas, Jarrod Dech and Carla Roselle.

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

**Agenda Approved** – Motion made by Mayor Dunwell and seconded by Patrick McHenry. All Approved.

**Minutes Approved** – The minutes for December 10, 2018 and January 14, 2019 were available for review and approval. Board President Steve Noll stated that the discussed issues with the December 10, 2018 minutes were corrected. Motion to approve the December 10, 2018 minutes was made by Mayor Dunwell and seconded by Jarrod Dech. Dawn Marie Kondas abstained. All approved.

Dawn Marie Kondas asked that the last sentence of the Mayor’s Report from the January 14, 2019 minutes be changed to reflect that she will bring to the Board an understanding of the Financial Situation. Board President Steve Noll agreed to change the sentence and Dawn Marie Kondas made a motion to approve the January 14, 2019 minutes “as corrected” and was seconded by Board President Steve Noll. All Approved.

**Guest Speakers** – None

**Opportunity for Public Comments** – None

**President’s Report – Steve Noll**

Steve Noll reported that there is still 1 vacancy left on the Library Board of Trustees.

Steve Noll then reported on the attorney fees for Watts, Tice & Skowronek which is stated in Resolution 2019-02. Motion to approve Resolution 2019-02 was made by Dawn Marie Kondas and seconded by Patrick McHenry. Steve Noll, Patrick McHenry, Dawn Marie Kondas, Jarrod Dech approved. Mayor Dunwell voted No. Motion Carried.

President Steve Noll stated that he sent the New Jersey Public Libraries: A Manual for Trustees to the Board. The Board is required to have at least 7 hours of Trustee Training, total. Audio and Visual training sessions can be found on the link in the manual sent. Also, officers of the Board should take a look at the Officer Requirement Guidelines attachment, which was also sent. He would like to begin working on setting up committees for the Board.

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

There were 7 bills to be paid totaling \$3,996.05. A motion to approve and pay the bill was made by Dawn Marie Kondas and seconded by Jarrod Dech. All Approved.

Dawn Marie stated brief history of the Boro Appropriation to Library Financial Situation. She stated her due diligence in returning to discussions, numbers, and different situations from 2014 until present, that she has found in researching the situation. Through her research, dating back to 2014, she put together four different scenarios that have been discussed. Dawn Marie reported each of the four scenarios in detail. Her report showed that in Scenario #1, the Boro would owe the Library \$34,619.03. Scenario #2 showed the Library will owe the Boro \$9,468.25. Scenario #3 showed that the Boro will owe the Library \$14,395.62. Scenario #4 showed that the Library will owe the Boro \$461.40. Mayor Dunwell stated that Council's position would most likely be Scenerio 4 and the most accurate. The Mayor stated that there was never a Resolution to give the Library more than the statutoryred \$70,000.00(approximate) per year and that if the Library owed the Boro anything, the Governing Body would wave it. He stated that he would bring Dawn Marie's information to executive session at the Council Meeting tomorrow night. Mayor Dunwell would like the Library Board to vote on which of the four scenarios they were most comfortable with. The Board discussed the details of the four scenarios and the different philosophies of each statement. A motion was made by Mayor Dunwell that Scenario 4, that \$4,522.71, as of the end of 2017, is owed from the Library to the Boro, but not to be paid until the 2018 audit is complete sometime in 2019. The motion was seconded by Jarrod Dech. Steve Noll voted yes, Dawn Marie Kondas voted yes, Jarrod Dech voted yes, Mayor Dunwell voted yes. Patrick McHenry voted No. Motion Carried.

Dawn Marie Kondas discussed her new Process Recommendations for the Boro Appropriation to the Library, going forward. Dawn Marie is planning on meeting with the Treasurer and the CFO to agree upon rates and schedule and to memorialize the Transfer Formula with approvals from the Board and the Boro Governing Body. Steve Noll stated that there was already an approval for the Boro to pay quarterly payments to the Library. Steve Noll made the Motion to approve the Process Recommendations and Mayor Dunwell seconded the Motion. All Approved.

Dawn Marie Kondas presented the Budget for the Library. She stated the Budget is balanced, and equal in Revenue and in Expenses at \$84.1K. Dawn Marie explained in detail the changes she made for the Budget. Budgets from 2018 to 2019 were compared and differences were discussed by Dawn Marie. She showed a 7% increase from the 2018 Budget to the first draft of the 2019 Budget. Mayor Dunewell commended Dawn Marie Kondas for the detail used in her Budget presentation.

Board discussed the Capital Plan for the Library beginning with the idea of new computers for the Library. Dawn Marie Kondas stated that she researched the idea with our IT Consultant. She went over several scenarios on how the Library could purchase and install new computers using quotes from our IT Consultant. Her researched scenarios showed the differences between buying all at once, buying over several years or leasing the equipment. She also discussed the difference in payments for buying desktops and monitors or desktops only. Mayor Dunwell stated that if the purchase of new computers

is under 6K, a check can be cut, but if the purchase would be over 6K, three professional quotes would need to be submitted. Dawn Marie Kondas will follow up with Sean Canning, the Boro's Qualified Purchasing Agent on the new computer pricing. No other Capital was discussed at the moment, but Dawn Marie stated that we should begin working on a new Capital Plan.

A Motion was made by Mayor Dunwell to pass a Resolution to go into Executive Session to discuss Contractual and Personnel for 20 minutes. The Motion was seconded by Dawn Marie Kondas. All Approved.

Dawn Marie Kondas made a Motion to go back into the regular meeting and was seconded by Mayor Dunwell. All Approved. Board resumed regular meeting at 9:09 p.m.

Dawn Marie Kondas made a Motion to approve the Bookkeeper flat rate per month of \$125, \$50 per hour for 2.5 hours per month, as well as an Accounting Software charge of \$40 per month effective March 1, 2019. The Motion was seconded by Mayor Dunwell. All Approved.

Dawn Marie Kondas made a Motion for a 2% raise to the Supervising Library Assistant, retroactively effective to January 1, 2019 and was seconded by Jarrod Dech. Steve Noll – Yes, Patrick McHenry – yes, Dawn Marie Kondas – yes, Jarrod Dech – yes. Mayor Dunwell voted No. Motion Carried

Dawn Marie Kondas made the Motion to increase rates for EMC2 to \$85.00 per hour. The Motion was seconded by President Steve Noll. All Approved.

Dawn Marie Kondas made the Motion to approve the 2019 Budget with revenues of \$84,108.32 and expenses of the same, excluding Capital, which will come at a later date. The Motion was seconded by Patrick McHenry. All Approved.

Dawn Marie Kondas stated that she put the Libraries Projected Cash Flow vs. the 2019 Budget which was just approved. When she adds the appropriate increases per year, Dawn Marie stated that the Library will run out of money by the year of 2025. She stated she would like to start on a strategic plan to come up with a solution on what the library should do to fix this situation.

President Steve Noll made a Motion to approve the Financial Reports presented by Dawn Marie Kondas. The Motion was seconded by Patrick McHenry. All Approved.

### **Correspondence – None**

### **Librarian's Report – Carla Roselle**

Carla Roselle stated that she is interested and would like to attend the Teen Brain seminar located in Hackettstown, NJ on March 26, 2019 from 9:30 a.m. – 12:30 pm. The only fee would be her mileage cost, and she needs approval to close the Library during the time of the seminar. Mayor Craig Dunwell made a Motion to approve the Library Director to attend the Teen Brain Seminar located at the Warren County Library – Northeast Branch, Hackettstown, NJ on March 26, 2019. The Motion was seconded by President Steve Noll. All Approved.

Carla Roselle stated that The Introduction to Thai Chi had 16 attendees. Carla stated that she is working on a schedule for the instructor to return to the Library. Jeff Finegan will be coming to the Library at the end of the month. He is the author of the series "I Know George Washington" and he will be conducting a presentation on his works. In March, the Grant Manager from the Tishler Grant will be dropping off Book Plates and will be checking Carla's progress on all of the accounts. Also in March, the Annual Survey is due. If we comply with all of the requirements, the Library will receive \$1037 in State Aide for 2019.

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

The Mayor stated that Ms. LaCaruba is worried about a required Security Training. He continued with making record that we had a Library Board meeting on December 10, 2018 and on December 11, 2019, the Mayor addressed Phillipsburg Police Captain Swick about the training needs to be completed and preferably on a Tuesday before they have a Council Meeting. There is now an OPRA request from Ms. LaCaruba, dealing with the Mayors involvement in getting the training completed. The Mayor is following up with Councilwoman Jodi Smith to get a final date set. The Mayor is hoping to have this completed by February 26, 2019. The Mayor stated he is still working on the minutes and should have them completed by the next meeting.

#### **School Principal's Report – None**

#### **Committee Report – None**

A Motion was made by President Steve Noll to approve all Committee Reports and the Motion was seconded by Jarrod Dech. All Approved.

#### **Old Business –**

President Steve Noll stated that the Public Library Bi Laws and Policies, do not have to have all 7 members on Board to be approved. He stated that we will proceed. Steve asked that we please review the copies that have been sent out. Next month, have suggestions ready to vote on.

#### **New Business –**

Dawn Marie Kondas made the Motion to approve the 2018 Audit Fee to be \$2,040 completed by NISIVOCCIA. The Motion was seconded by Mayor Dunwell. All Approved.

Mayor Dunwell stated that we are required advertise the Resolution 2019-2 in the paper. Carla will complete the advertisement.

The next regular meeting will be March 11, 2019 at 7:00pm.

President Steve Noll made the Motion to adjourn the meeting and Jarrod Dech seconded the motion. All Approved. Meeting adjourned at 9:30 pm.

