

W.H. Walters Free Public Library

1001 East Boulevard

BOARD OF TRUSTEES MEETING

Date March 11, 2019

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

Present at the meeting was Steve Noll, Craig 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 was made by Mayor Dunwell and seconded by Patrick McHenry. All Approved.

Minutes Approved – Motion was made by Mayor Dunwell to table the Approval of the Regular Meeting Minutes until the April 8, 2019 meeting. Motion was seconded by Dawn Marie Kondas. All Approved.

Guest Speakers – None

Opportunity for Public Comments – None

President's Report – Steve Noll

President Noll stated that he spoke with Bob Keith, a representative from the State Library. He reported that Mr. Keith confirmed that Carla's title should be listed as the Library Director. The By-Laws and Policies should be changed to reflect the correct title of Library Director.

President Noll reported that Mr. Keith discussed with him that Library Board Trustees can only legally get involved in hiring an attorney. The Trustees "Duties and Responsibilities" should be reviewed. The State Library Representative also stated that receiving quotes and purchasing are all responsibilities of the Library Director and not the Trustees.

President Noll reported that he discussed the "Boro Appropriation to the Library" financial situation with Mr. Bob Keith. He reported that Mr. Keith did not agree with having the "4th option" available to the Trustees to vote on. President Noll stated that Mr. Keith feels, since the Library Board is fairly new, that the Library Board should revisit the Boro Appropriation to the Library vote from last month's meeting. Discussions continued on the topic of last month's vote and the duties and responsibilities of the Trustees and the Library Director.

The Board came to an agreement that it was not necessary to revisit the 4 scenarios of the Boro Appropriation to the Library Financial Situation. The Board all agreed that they would like to move forward and have the Governing Body memorialize an agreement that reflects their decisions to show that both the Library Board and the Governing Body are in agreement moving forward.

President Steve Noll stated that the Trustees could watch 8-10 minutes of video during a Library Board Meeting to help meet the required 7 hours of Trustee Training.

The reviewing of suggestions for By-Laws and Policies was tabled by Mr. Noll until the April meeting.

Treasurer's Report – Dawn Marie Kondas

There were 4 bills to be paid totaling \$609.47. Mayor Dunwell made a motion to approve the bill list presented by Treasurer Dawn Marie Kondas and the motion was seconded by President Steve Noll. All Approved. (Bill List for March 1-11, 2019 Attached)

Carla Roselle presented printouts of "Statement of Activity" and "Budget Vs. Actuals: 2019 Budget – FY19 P&L".

Dawn Marie Kondas reviewed an improved banking solution for the Library. She recommended we use a Business Interest Checking Account, still with PNC Bank. A motion was made by Dawn Marie Kondas to switch over the Library's Primary Account, only account, to a Business Interest Checking Account at PNC Bank. The motion was seconded by Steve Noll. All Approved.

Dawn Marie stated that the Library is not required to submit an annual IRS Form 990.

Motion was made by Patrick McHenry to approve the Financial Report presented and was seconded by Steve Noll. All Approved.

Correspondence – None

Librarian's Report – Carla Roselle

The Library Director, Carla Roselle presented an excel spreadsheet showing the month's activity in the Library.

Carla reported that Jeff Finigan visited the Library on February 26, 2019 and were 26 people in attendance. Carrie Lasky, Shop Rite's Dietician, presented a seminar on Mindful Eating and there were about 19 people in attendance. On March 1, 2019 the Grant Manager from the State Library dropped of the Book Plates and also reviewed Carla's progress on the Tishler Grant.

Carla Roselle reported that she has been in contact with Seth Cohen for inputs on titles to add to the Library's non-fiction section. She also has been in contact with Baker & Taylor discussing new 5 star series that can be added. She is looking to add a series on Planets. Also, Jeannie Lurch, a children's author, will be visiting the Library for a presentation and activities designed for children in April.

Carla presented a printout of the 2019 Alpha Borough Appropriation Transfer Formula and Data. The Board agreed that we will discuss and vote on the signing of the Transfer Formula and Data at next month's meeting, after the Governing Body can discuss at the next Council Meeting.

Carla Roselle than clarifies her position with her attorney, the Boro and the Pension Laws. She stated that she is not suing the Boro. She discussed her qualifications for the Library Director position and her dedication and commitment to the Library.

Carla asked Steve to present the Capital Plan for the Library with the idea of buying new computers for the Library. The Board discusses the different options involved with buying new computers. The Board agreed to discuss the purchasing of new computers in executive session so quotes can be reviewed.

Mayor's Report – Mayor Craig Dunwell

Mayor Craig Dunwell reported that the CFO is currently out on medical leave. Any questions for the CFO should currently be directed to Councilman Mr. Mike Shcwar, the Director of Finance.

Mayor Dunwell stated that all of the Boro employees completed the required Security Training on February 26, 2019 with the Phillipsburg Police Department.

Mayor Dunwell reported that he has not completed the minutes for 2016.

School Principal's Report – None

Committee Report – None

A motion was made by Mayor Dunwell to approve all of the Committee Reports. The motion was seconded by Patrick McHenry. All Approved.

Opportunity for Public Comments - None

Old Business –

President Steve Noll stated the By-Laws and Policies will be reviewed next month. He restated the Mayor's comments on the required Security Training, which was completed. He also stated that the 2016 minutes are not completed. Steve states that there is still 1 vacancy for a Library Trustee.

New Business – None

President Steve Noll made a motion to go into Executive Session for 40 minutes and the motion was seconded by Patrick McHenry. All Approved. The Board went into Executive Session at 8:17 p.m.

The Board resumed regular meeting at 9:04 p.m.

Dawn Marie Kondas made a motion for the Library Director to negotiate to buy 7 new computers, all inclusive, software, hardware and installation upon submission of written quotes, up to \$5,999.00. The motion was seconded by Mayor Dunwell. All Approved.

The next regular meeting will be April 8, 2019 at 7:00 p.m.

Jarrod Dech made the motion to adjourn the meeting and the motion was seconded by Dawn Marie Kondas. All Approved. Meeting adjourned at 9:06 p.m.

