

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING
Date January 13, 2020

The Board of Trustees Reorganization Meeting for January 13, 2020 was called to order at 7:00pm in the Library.

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

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

•Library Officer Nominations

- **President** – Patrick McHenry: motion made by Steve Noll and seconded by Seth Cohen, All Approved.
- **Vice President** –Steve Noll: motion was made by Patrick McHenry and seconded by Seth Cohen, All Approved.
- **Treasure** – Christina Smith: motion was made by Steve Noll and seconded by Seth Cohen, All Approved.
- **Secretary** – Tammy McGee: motion was made by Steve Noll and seconded by Seth Cohen, All Approved.

Agenda Approved – Motion made by Christina Smith and seconded by Steve Noll. All approved.

• **Annual Review of Bylaws and Policies for 2020:** Steve Noll made a motion to retain the current Bylaws they were just approved in October 2019 and no changes should be necessary at this time. Christina Smith seconded the motion. Mayor Dunwell stated in discussion that unless changes become necessary, they should be carried over. All Approved

• **Committee Responsibilities – (can be done if President is nominated and approved):** Tabled until committees can be determined.

- **Building and Technology**_____
- **Books and Programs**_____
- **Membership and Publicity**_____
- **Special Committee**_____

• Resolutions, Adoptions and Appointments:

• **Resolution 2020-01 for Schedule of meetings for 2020.** Carla Roselle will post meeting dates on bulletin board and update website. Motion was made by Steve Noll and seconded by Seth Cohen. All Approved.

• **Resolution 2020-02 for Watts, Tice & Skowronek as legal counsel for the library for 2020 at the hourly rate of \$170.00.** Motion made by Seth Cohen and seconded by Christina Smith. Seth Cohen, Tammy McGee, Patrick McHenry, Steve Noll, and Christina Smith voted yes. Mayor Dunwell voted no. Motion Carried.

- **Resolution 2020-03 for the Express Times and/or the Star Gazette as the Newspapers in which all legal notices pertaining to the Library will appear.** Seth Cohen asked for discussion. He stated that the Express-Times didn't publish in New Jersey and he was concerned that this could be a problem. Christina Smith stated that as long as the Star Gazette was the primary, the Express-Times could be the secondary because it had the greatest circulation in the municipality. Carla stated that the cost factor was also a consideration in this resolution. Motion was made by Seth Cohen and seconded by Tammy McGee. All Approved.
- **Resolution 2020-04 for temporary budget of \$17,668.75.** Motion was made by Seth Cohen and seconded by Christina Smith. Mayor Dunwell asked how this figure was determined. Carla stated that this is 25% of the 2020 budget. Steve Noll stated that we have not received the final end of year figures from the Borough CFO so we have to begin by using a temporary budget. All Approved.
- **Resolution 2020-05 for Nisivoccia LLP for library Auditor for 2020 at the hourly rate of \$2000.00.** Motion was made by Tammy McGee and seconded by Seth Cohen. All Approved.
- **Resolution 2020-06 for Board Treasurer to pay bills up to \$2000.00 if scheduled meeting is cancelled.** Motion was made by Steve Noll and seconded by Seth Cohen. All Approved.
- **Appointment of Library Director Carla Roselle at a salary of \$51,707.90.** Steve Noll motioned for 5 minutes executive session to discuss personnel/cost of living and seconded by Seth Cohen. All Approved. Board went into executive session at 7:21pm. Board resumed Reorganization meeting at 7:31pm. Steve Noll motioned to table this resolution until next meeting when full board is present and seconded by Christina Smith. All Approved
- **Appointment of Gene Stocker as Library bookkeeper at \$50 hour max of 2.5 hours per month.** Motion was made by Christina Smith and seconded by Seth Cohen. All Approved.
- **Appointment of EMC2, as IT Support Services as contracted - \$85.00 per hour.** Motion was made by Seth Cohen and seconded by Tammy McGee. All Approved.
- **Establishment of petty cash fund at \$200.00.** Motion was made by Christina Smith and seconded by Seth Cohen. All Approved.
- **Establishment of change fund for 2020 at \$40.00.** Motion was made by Mayor Dunwell and seconded by Seth Cohen, All Approved.
- **Mileage Reimbursement – The Board of Trustees agree to establish a policy that the mileage reimbursement rate for employees on Library business will be based on the IRS standard mileage rate. The current rate for 2020 is 57.5 cents/mile.** Motion was made by Mayor Dunwell and seconded by Seth Cohen. All Approved.
- **Bank Designation – Designation of PNC Bank, as depository of the Library's funds.** Motion was made by Seth Cohen and seconded by Tammy McGee, All Approved.
- **Reorganization Meeting January 11, 2021.** (Already established in Resolution 2020-01, Meeting Schedule).
- **Adjournment of Reorganization.** Motion was made by Steve Noll and seconded by Seth Cohen at 7:38pm, all Approved.

Respectfully submitted by Steve Noll