

W.H. Walters Free Public Library  
1001 East Boulevard  
Alpha, NJ 08865

**BOARD OF TRUSTEES MEETING**

Minutes for February 13, 2023

Current guidelines allow for this regular meeting of the W.H. Walters Free Public Library Board of Trustees to be held as an in-person meeting held at the Library. Notice of 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.

The Board of Trustees Meeting for February 13, 2023 was called to order by Stephen Noll at 7:01 pm.

Present at the meeting were Seth Cohen, Craig Dunwell, Tracy Grossman, Tammy McGee, Stephen Noll, and Christina Smith. Carla Roselle was absent.

Open Public Meeting Notice was read by Stephen Noll .

The Pledge of Allegiance was recited at the beginning of the Reorganization meeting.

**Agenda Approved** – Motion made by Seth Cohen to approve the agenda for the February 2023 regular meeting. The motion was seconded by Tracy Grossman. All approved.

**Minutes Approved** - A motion was made to approve minutes from the January 2023 Reorganization minutes by Christina Smith and seconded by Seth Cohen. All were in favor.

A motion was made to approve minutes from January 2023 Regular meeting by Christina Smith and seconded by Seth Cohen. All were in favor.

**Opportunity for Public Comments** - Melissa Sablon of 735 North Blvd. asked what was happening to get a new librarian and what was going to happen to our library. Steve Noll let her know that this will be discussed during the meeting.

**Guest Speakers and Programs** - None.

**President's Report** - Discussed the resignation letter from Library Director Carla Roselle. A motion to accept resignation was made by Seth Cohen and seconded by Craig Dunwell. All were in favor.

Resolution 2023-07: Payment and Reimbursement Protocol between Alpha Borough and W.H. Walter's Free Public Library. Craig Dunwell made motion to table and Tracy Grossman seconded the motion. Roll Call vote was taken and all were in favor.

Options for Library Director position: job titles for hiring: Supervising Library Assistant or Library Page. Discussed possible pay rates, hours, and expected salaries; decided what we wanted ad for position to say and where it would be posted. Also discussed was a possible share with Phillipsburg Library or having 2 part-time positions. (Craig Dunwell left meeting at 7:25 pm and returned at 7:34 pm). Decided we would be hiring for 25 hr/week at a rate of \$25 -28/hr with previous library experience preferred. Vote was taken to start hiring process: all were in favor.

**Treasurer's Report** – Christina Smith reviewed Bill Payment List and Statement of Financial Report for January 2023. Motion to approve Bills and Checks for January was made by Seth Cohen and seconded by Craig Dunwell. A roll call vote was taken. All were in favor.

Seth Cohen asked if any services could be paused while library is temporarily closed; Steve Noll said he would ask Carla Roselle.

Steve Noll mentioned that the Borough was withholding 3rd and 4th quarter appropriations. Craig Dunwell said that they were withholding until discussion on what we owe from 2022 capital improvements. Steve Noll asked if the Borough could legally withhold this money without any advance notice. Craig Dunwell responded that he "is just the messenger." No other answer was given. Steve Noll said he would bring up that question to Council at next meeting.

Budget will be dealt with at a later date due to situation we're in. Motion to approve Financial Report was made by Seth Cohen and seconded by Craig Dunwell. A roll vote was taken. All were in favor.

**Correspondence** – No correspondence.

**Internal Library Committee Reports** -

**Library Director's Report** – 4 new patrons in January. Usage is steady.

**Mayor's Report** – Benefits have to be paid to Carla; Capital Improvements. Borough budget is described as "a beast"

**School Principal's Report** – Parent/Grandparent Day: planning on having a Learning Fair for all grades, ending day with K-4 concert. Cannot have public upstairs in building due to lack of ADA compliance. To get an elevator put in, it would cost \$800,000 to \$1,000,000. Installing a chair lift in stairway most likely not an option since stairways are too narrow for safe evacuation.

Motion to approve all committee reports was made by Craig Dunwell and seconded by Seth Cohen. All Approved.

**Opportunity for Public Input** - Melissa Sablon added idea to ask Carla Roselle when the busiest times are for library so we have an idea of what hours to offer new hire. Steve Noll said he would discuss with Carla. Tammy McGee asked how many administrative hours Carla would spend in addition to "open" hours so we could properly plan hours of operation for Library. Seth Cohen mentioned adding in a longer period of time for resignation; 2 weeks isn't long enough to plan when there is only one person running the Library.

Special meeting to discuss hiring new employee set for March 6, 2023 at 7:00 pm.

Hiring Committee was formed: Steve Noll, Seth Cohen, and Christina Smith. Seth Cohen offered to use school for interviews.

**Old Business** – Still waiting on Minutes for 2016. Bylaws will continue to be tabled until we have a full board.

**New Business** – Updated library policies will continue to be tabled.

Special meeting to discuss hiring new employee set for March 6, 2023 at 7:00 pm.

Next regular meeting will be on April 17, 2023 at 7:00 pm in the Library.

Christina Smith asked how regular bills will be paid during temporary closure. Steve Noll said he would be making sure he keeps up with the mail. As Board President, he will keep keys and will empty drop box every few days.

At 8:21 pm, a motion to adjourn was made by Seth Cohen and seconded by Tammy McGee. All approved.

Respectfully submitted by Tammy McGee

