

W.H. Walters Free Public Library

1001 East Boulevard

Alpha, NJ 08865

BOARD OF TRUSTEES REORGANIZATION MEETING

Minutes for January 24, 2022

Current guidelines allow for this regular meeting of the W.H. Walters Free Public Library Board of Trustees to be held as a virtual meeting held via Zoom. 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.

The Board of Trustees Reorganization Meeting for January 24, 2022 was called to order by Patrick McHenry at 7:08 pm via Zoom.

Present at the meeting were Patrick McHenry, Craig Dunwell, Christina Smith, Seth Cohen, Tammy McGee, and Carla Roselle. Laurie Cartabona was absent. Open Public Meeting Notice was read by Patrick McHenry. There was no flag; the Pledge of Allegiance was not recited.

Opening Business – Patrick McHenry spoke about how we've been discussing briefly lifting the term limits for President, to allow him a third term. He asked if the Board would be willing to amend the bylaws to allow for that. Craig Dunwell commented that he felt it seemed like a Putin power grab to him. Patrick McHenry responded that it was more like Michael Bloomberg. Mr. Dunwell asked for clarification of what the current bylaws stated on the matter. Mr. McHenry answered that the State Library Board was consulted and the term limits are based on what is in our library's bylaws. Mr. Dunwell asked for clarification that our current bylaws state that a President can only serve two terms. Mr. McHenry clarified that as of now that is what the bylaws state, which is why he's asking for an amendment.

Tammy McGee made a motion to amend the bylaws to allow the President to serve more than two terms. Seth Cohen seconded the motion. A roll call vote was taken. Patrick McHenry, Christina Smith, Seth Cohen, and Tammy McGee voted yes. Craig Dunwell voted no.

Patrick read the resignation letter from Laurie Cartabona. To approve this resignation a motion was made by Seth Cohen and seconded by Craig Dunwell. A roll call vote was taken. All approved.

Administration of the Oath of Office to new Trustees – Postponed until next meeting due to absence of Tracy Grossman, new Trustee.

Library Officer Nominations/Vote -

President - Tammy McGee nominated Patrick McHenry for President. Christina Smith seconded. A roll call vote was taken. All were in favor.

Vice President - waiting for more members to nominate since all current board members are already holding positions.

Treasurer - Patrick McHenry nominated Christina Smith for Treasurer. Seth Cohen seconded. A roll call vote was taken. All were in favor.

Secretary - Patrick McHenry nominated Tammy McGee for Secretary. Christina Smith seconded. A roll call vote was taken. All were in favor.

Motion to Approve Agenda was made by Christina Smith and seconded by Craig Dunwell. All were in favor.

Annual Review of Bylaws and Policies for 2022 – Tabled until next general meeting.

Committee Responsibilities -

- Special Committee: Rules Committee: Patrick McHenry asked Christina Smith and Tammy McGee if they would like to work on current bylaws to clarify items and fix typographical errors. Tammy McGee was named as Committee chair.

Resolutions, Adoptions, and Appointments –

Resolution 2022-01 for Schedule of Meetings for 2022 –

It was previously discussed changing the meeting schedule from 12 meetings per year to 6 meetings per year. Current discussion began with Tammy McGee stating that we don't have any pressing issues that need to be addressed monthly and that bimonthly should suffice. Craig Dunwell was also in favor of lessening meetings to 6 times per year. His suggestion was that instead of having meetings every other month, maybe have no meetings during July and August since so many people are on vacation. Carla Roselle commented that we need January and February. Craig Dunwell suggested maybe skipping March and May. December mentioned by Christina Smith and Patrick McHenry as a month to skip. Carla Roselle read the potential schedule of dates to the Board: January, February, April, June, September, and November.

Craig Dunwell made motion to approve Resolution 2022-01 with amendment showing we will meet 6 times per year in January, February, April, June, September, and November. Christina Smith seconded the motion. A roll call vote was taken. Patrick McHenry, Christina Smith, Craig Dunwell, and Tammy McGee were in favor. Seth Cohen was not in favor. Craig Dunwell asked if Seth Cohen would like to voice his opinion on why he was not in favor. He stated that his concern was that would like to see something in the bylaws to ensure that the President, and Treasurer will have ability to authorize payments in-between meetings and that there needs to be a bit of housekeeping involved with this. Patrick McHenry stated that he had thought of this too and his answer was that if something unexpected arises, he could call an emergency meeting to approve spending.

Resolution 2022-02 for Wats, Tice, & Skowronek as legal counsel for the library for 2022 for hourly rate of \$180.00 -

Craig Dunwell asked when we last used them or paid them anything. Carla Roselle stated that we have not used them yet and that we keep them on our appointments and resolutions, just in case we need them. Christina Smith asked if they know they're appointed. Carla Roselle stated that they did agree to be appointed and that the auditor speaks with them at the end of each year to make sure we don't have anything pending with them. Craig Dunwell then wanted to clarify that there is a proposal from them on file, to which Carla Roselle replied that we have an email confirmation. Craig Dunwell stated that he feels we should have a written proposal from them on file that would outline their scope of services and their hourly rate. Patrick asked how long we have had them as our legal counsel and Carla Roselle replied that it was three years - since the previous lawyer we used retired. She then stated that we chose not to have a formal proposal written because it cost \$75. Craig Dunwell then asked for clarification that these professional appointments typically have to be advertised in the paper and that advertisement wouldn't have reference to any type of offer or proposal. Carla responded that as she understands, we don't need one from the law firm. Craig Dunwell then stated that the New Jersey Local Public Contracts Law says that when you make a professional appointment, and do not solicit quotes or bids, that you then have to publish that appointment in your official newspaper. Seth Cohen simplified it by stating we're either going to spend money on a proposal or we're going to spend money publishing it in the paper. Patrick McHenry recalled that we had this discussion last year and we had decided we were going to put appointment in the paper. Carla Roselle stated that she will take care of getting this done. Craig then added that since we're doing an non-fair-and-open, (we can choose anyone we want), the firm is required to produce pay-to-play paperwork, which states they haven't made any political contributions to any elected officials; this would have to be on file at the clerk's office for 10 days preceding the appointment. He said he'd ask his QPA to make sure we're doing things according to the law. Patrick feels we should pass the resolution for now, put it in the paper, then go back and check it's all correct. Seth Cohen suggested this discussion should be detailed in minutes so we have this information for next year.

A motion to pass Resolution 2022-02 was made by Seth Cohen and seconded by Patrick McHenry. A roll call vote was taken. Patrick McHenry, Christina Smith, Tammy McGee, and Seth Cohen approved. Craig Dunwell did not approve.

Resolution 2022-03 for the Express-Times NJ zone and/or The Star Ledger as the newspapers in which all legal notices pertaining to the library will appear -

Carla Roselle shared that the Star Gazette had been our main paper, but has since been taken over by the New Jersey Advanced Media in Islen, NJ. The best paper for our area is now the Express-Times NJ Zone. Patrick stated that the Morning Call was also looked at, but wasn't a NJ paper. Craig Dunwell said that according to one of the council members, it is case law that the Express-Times isn't a NJ paper and that it is published in Staten Island, NY. The town has gone with the Star Ledger for that reason. Patrick clarified that we are using the same newspaper as before, just with a different name. A motion was made to approve Resolution 2022-03 by Christina Smith and seconded by Tammy McGee. A roll call vote was taken. Patrick McHenry, Christina Smith, Tammy McGee, and Seth Cohen approved. Craig Dunwell did not approve.

Resolution 2022-04 for temporary budget amount of \$19,211.00 -

Motion made by Christina Smith to approve Resolution 2022-04 and seconded by Patrick McHenry. A roll call vote was taken. All approved.

Resolution 2022-05 for annual rate of \$2,080.00 for auditor -

Christina Smith pointed out error in Agenda that stated \$2,080.00 was hourly rate. Correction was made to say yearly rate. A motion was made to pass Resolution 2022-05 with amendment was made by Christina Smith and seconded by Tammy McGee. A roll call vote was taken. All approved.

Resolution 2022-06 for Board Treasurer to pay bills up to \$3,000.00 if scheduled meeting is canceled -

Patrick McHenry asked if this was same amount as last year, or if it had increased. Carla Roselle answered that it was increased from last year's \$2,000.00, since last December we almost didn't have a quorum and she wouldn't have been able to pay the bills at that amount. Motion was made to approve Resolution 2022-06 by Christina Smith and seconded by Seth Cohen. A roll call vote was taken. All were in favor.

Appointment of Library Director Carla Roselle at a salary of \$54,914.56 -

Patrick made note that this salary includes a 2% cost of living increase. Seth made motion to appoint Carla Roselle as Library Director at a salary of \$54,914.56. Patrick McHenry seconded the motion. Craig Dunwell stated that the Library is running out of money and he doesn't know how we can continue to give a 2% salary increase every year when other borough employees go several years without increases. He further stated that there is an imbalance of revenues between the funds the library gets and its expenses; nothing has been done to correct the imbalance and the surplus will run out. State statute signed in 2010 stated that all municipal libraries return surplus monies to municipality for tax relief. Our town allowed the library to keep the money. Patrick stated that a way we can justify this cost is that we only have one employee at the library, versus other libraries who employ a full staff. This year we are going to look at ways we can offset some costs, either by increasing revenue or by cutting costs, but it won't happen on our Director's salary. A roll call vote was taken. Seth Cohen, Christina Smith, Tammy McGee, and Patrick McHenry voted yes. Craig Dunwell voted no.

Appointment of Stocker Tax Services as Library bookkeeper at \$50.00/hour, max of 2.5 hours per month -

Motion to appoint Stocker Tax Services made by Christina Smith and seconded by Seth Cohen. A roll call vote was taken. All were in favor.

Appointment of EMC2 as IT Support Services as contracted for \$85.00/hour -

Motion to appoint EMC2 made by Tammy McGee and seconded by Christina Smith.

Patrick McHenry asked Carla Roselle how often we've needed them; Carla responded that over the past 12 years it's been quite varied. They've been very understanding of our budget and will email the library with answers when appropriate and only comes in when necessary. Craig Dunwell asked when we replaced all the computers in the library. As recalled, it was 2018-2019. Craig is concerned that all computers will be replaced all at once, rather than staggering them to keep costs down. Patrick pointed out that the computers weren't used for an entire year due to the pandemic. Carla went further to explain how the computers reset to original state everytime they're turned off and this helps them last longer. Seth Cohen asked what people are using computers for in the library. Web browsing and printing are the two major uses of computers. Seth suggested using Chromebooks in the future as a way to save money. The biggest difficulty with this change is that there would need to be some sort of generic user gmail account since it will have Google-based programs, not Microsoft. Tammy McGee shared that Chromebooks might be more difficult for older patrons to learn how to use since it is so different from a PC. Christina suggested that maybe we could keep one desktop. Craig Dunwell asked how many students are coming in to use computers, since they're used to ChromeBooks. Carla responded saying not nearly as many now as before the pandemic. New computers can be brought up as new business in a general meeting.

Seth Cohen got disconnected from meeting at 7:49 pm. A roll call vote was taken. All were in favor.

Establishment of petty cash fund at \$200 -

A motion was made by Christina Smith and seconded by Tammy McGee. Patrick McHenry clarified that this is the same amount it has been for the past few years. He then asked Carla Roselle if there has been a need to use this money. Carla responded that over the past year there really wasn't, due to pandemic, but it is usually needed. A roll call vote was taken. All were in favor.

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 2022 is 58.5 cents per mile.

Craig Dunwell made motion to establish policy for mileage reimbursement. Christina Smith seconded the motion. Patrick McHenry asked if it would actually be 59 cents per mile. Tammy McGee made the analogy to the price of gas. A roll call vote was taken. All were in favor.

Seth Cohen rejoined meeting at 7:54 pm.

Establishment of change fund for 2022 at \$40.00 -

Craig Dunwell made a motion to establish change fund. Seth Cohen seconded the motion. A roll call vote was taken. All approved.

Bank Designation is PNC Bank as depository of the library's funds -

Motion to designate PNC Bank as depository of library funds was made by Christina Smith and seconded by Craig Dunwell. Craig then noted that interest rates are supposed to be going up and he doesn't see a reason why the Library shouldn't take some money and invest it once rates rise. A roll call vote was taken. All were in favor.

Next Reorganization Meeting January 23, 2023.

Adjournment of Reorganization meeting -

Motion to adjourn made by Craig Dunwell at 7:59 and seconded by Seth Cohen. All were in favor.

Respectfully submitted by Tammy McGee