

W.H. Walters Free Public Library

1001 East Boulevard

Alpha, NJ 08865

BOARD OF TRUSTEES MEETING

Minutes for December 21, 2020

Under the guidance of executive order number 107 from the Governor of the State of New Jersey, due to the COVID-19 pandemic, this regular meeting of the W.H. Walters Free Public Library Board of Trustees was held as a virtual meeting using the audio-video service 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, including how the public may attend, observe, or otherwise participate in said virtual meeting.

The Board of Trustees Meeting for December 21, 2020 was called to order by Patrick McHenry at 7:06 pm via Zoom.

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

Agenda Approved – Motion made by Seth Cohen to approve the regular, December 2020. Meeting Agenda. The motion was seconded by Steve Noll. All approved.

Minutes Approved – Motion was made to approve the November 2020 minutes was made by Seth Cohen. The motion was seconded by Steve Noll. Craig Dunwell and Christina Smith abstained. All others approved.

Opportunity for Public Comments - No public attendance.

President's Report – Executive minutes have been reviewed..

Craig Dunwell made motion to table discussion of minutes until after our guest speaker has presented. Christina Smith seconded the motion. All approved.

Guest Speakers- Mr. John Mooney, presenting audit. Audit has been completed and is awaiting delivery to Library. Noted that last year, we were asked to use surplus to balance budget and we followed recommendation this year and did so; surplus is down. Only recommendation we have this year has to do with segregation of duties, however, we don't have enough budget to allow for hiring additional employees.

President's Report, continued: Nearly all minutes have to do with personnel and litigation issues . President McHenry asked if Council should review them. Craig Dunwell responded, saying it was recommended that the Library Attorney should review them before releasing them.

Craig Dunwell then went through these executive session minutes to point out various typos.

Seth Cohen made motion to make a roll call vote to release executive session minutes from February 2019. Steve Noll seconded the motion. Roll call vote was taken. Tammy McGee abstained, all others approved.

A motion was made to release executive session minutes from April 2019 by Seth Cohen and seconded by Craig Dunwell. Tammy McGee abstained, all others approved.

A motion was made to release executive session minutes from May 2019 by Seth Cohen and seconded by Patrick McHenry. Tammy McGee abstained, all others approved.

Email attachments from May 2019 are being tabled.

A motion was made to release executive session minutes from July 2019 by Seth Cohen and seconded by Christina Smith. Tammy McGee abstained, all others approved.

A motion was made to release executive session minutes from August 2019 by Seth Cohen and seconded by Christina Smith. Tammy McGee abstained, all others approved.

A motion was made to release executive session minutes from January 13, 2020 by Seth Cohen and seconded by Steve Noll. All approved.

Jarrod Dech's resignation letter has been received.

Craig Dunwell pointed out that we forgot to have a roll call vote to untable the executive minutes that we just voted on. A motion was made to untable these minutes by Craig Dunwell and seconded by Seth Cohen. A roll call vote was taken. All approved.

Treasurer's Report – Carla went over the bill list for November and explained payments made to her were for mileage for the year and to put back petty cash. Budget vs. Actual shows we are under budget.

Motion to approve Bills and Checks made by Patrick McHenry and seconded by Seth Cohen. A roll call vote was taken. All approved.

Motion to approve Financial Report was made by Seth Cohen and seconded by Steve Noll. A roll call vote was taken. All approved.

Correspondence – No correspondence.

Internal Library Committee Reports - no committees have been formed

Library Director's Report – Students are reaching out for help on school projects. Numbers are overall up. Virtual programs are well-attended. Yoga in the field house is still going on, limiting attendance to 10 people. All gifts for Norwescap donations have been received and donated. All outlets that needed to be replaced have been and Fire Inspector will be in to check them. There is still a problem with heat. There is something wrong with system and needs to be

regularly reset. Temperature was in low 40s inside the library on more than a few occasions. Carla asked if this is going to be a continuing problem, if she could be taught how to reset the system herself.

Mayor's Report – Municipal building has yet to reopen to the public due to rising Covid-19 numbers in the community. New policies for employees have been working out well; employees are getting temperature checks and questionnaires upon arrival and masks are being worn throughout building.

Carla asked if she could get clarity as to whether she is a municipal employee and is Library part of the Municipal building or not. Asked about municipal protocol if employee is sick/has close contact. Seth Cohen shared Health Department information that everyone needs to follow and that it is not up to individual municipalities.

School Principal's Report – Reported that Warren County is in “orange” phase for Covid-19 spread, up from “yellow” where we’ve been up until now. Alpha Public School is currently operating virtually; it is hopeful that school can reopen in January after winter break.

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

Opportunity for Public Input - no public in attendance.

Old Business – Minutes from 2016 will be continued to be tabled pending Mayor's submission of written minutes. Craig Dunwell promised it would be handled by the end of the year.

New Business – No new business.

Craig made motion to change reorganization meeting from January 11, 2021 to January 18, 2021. Seth Cohen seconded the motion. Carla Roselle noted that it would cost \$25 to change information in the newspaper. A vote was taken and all approved.

Reorganization meeting and the next regular meeting will be held virtually on January 18, at 7:00 pm.

At 8:06 p.m., a motion to adjourn was made by Seth Cohen and seconded by Craig Dunwell. All approved.

Respectfully submitted by Tammy McGee