

W.H. Walters Free Public Library

1001 East Boulevard

Alpha, NJ 08865

BOARD OF TRUSTEES MEETING

Minutes for May 17, 2021

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 May 17, 2021 was called to order by Patrick McHenry at 7:01 pm via Zoom.

Present at the meeting were Patrick McHenry, Seth Cohen, Laurie Cartabona, Craig Dunwell, Steve Noll, Christina Smith, and Carla Rosetti. Tammy McGee was excused and absent from the meeting. 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 Steve Noll to approve the agenda for the May 2021 regular meeting. The motion was seconded by Seth Cohen. All approved.

Minutes Approved – Motion was made to approve the minutes for April 2021 Regular meeting with corrections by Seth Cohen. Steve Noll seconded the motion. All were in favor.

Opportunity for Public Comments - No comments.

Guest Speakers- None

President's Report – Information to report will be included under "New Business".

Treasurer's Report – Carla Roselle reviewed Bill Payment List and Statement of Financial Position.

Motion to approve Bill/Check list for May 2021 made by Seth Cohen and seconded by Christina Smith. A roll call vote was taken and all approved..

Motion to approve Financial Report was made by Steve Noll and seconded by Christina Smith. A roll call vote was taken and all approved.

Correspondence – No correspondence.

Internal Library Committee Reports - no committees have been formed

Library Director's Report – Books/DVDs and other material loans are up this month. Participation in programs were all very well received.

Mayor's Report – Council is on board with reopening the building - hopefully will be open by June.

School Principal's Report – Graduation will be held outdoors. Hoping to have fire alarm repaired by mid-July. The PTO will be allowed to bring in pizza for kids on the last day of school and 8th grade “Clap-Out” will be able to take place.

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

Opportunity for Public Input - no comments.

Old Business – none

New Business – New all-in-one printer is needed and has been budgeted for. Approval is needed to purchase a Brother MFC machine for \$469.00. Motion to approve purchase was made by Seth Cohen and seconded by Steve Noll. A roll call vote was taken. All were in favor.

Plastic health shields for in front of and on the side of circulation desk are needed and have been budgeted for. Cost for shield with cut-out for front of desk and solid shield for side of desk will cost \$400. Motion to approve purchase was made by Steve Noll and seconded by Seth Cohen. A roll call vote was taken. All were in favor.

Step 3 Reopening Plan: We are ready to open for limited access in conjunction with a “Patron's Code of Conduct”: Masks must be worn, keeping 6 ft distance, under 16 not admitted without parent, limit of 3 children per caregiver, do not come in if feeling ill, reservations for computer use and time limits on browsing time. Hours will be limited and only 2 computers will be in use.

We are waiting on reopening until shields are delivered and installed. If we open before the Borough opens, the restrooms would not be open for use.

Seth Cohen recommended waiting until June 8 (when Borough Hall opens) so that bathrooms are accessible. Craig Dunwell mentioned the option of closing off the rest of the building from the Library so patrons would still have restroom access.

A tentative date for Library reopening will be June 8.

Motion to approve the adoption of Stage 3 Reopening Plan made by Craig Dunwell and seconded by Seth Cohen. Roll call vote was taken. All were in favor.

State of NJ Annual Report Cancellation: our Library gets charged yearly for being an independent, private Library; we have been trying to get this charge removed. The State's records have not been updated since the 1950s, and has been charging us to keep our name

as a private entity. It is now saying if we pay what we owe, they will cancel this charge. The charge is \$110.00. Since the State will only accept electronic payments, our Auditor recommended for Carla to use her personal credit card for this charge and be reimbursed by the Library.

Motion to approve Carla Roselle to pay from her personal account and be reimbursed in the amount of \$110.00 made by Steve Noll and seconded by Laurie Cartabona. A roll call vote was taken and all approved.

The next regular meeting will be held on June 21, 2021 at 7:00 pm.

Craig Dunwell asked if we were obligated to provide password-free wi-fi to the public. He stated a resident was told by a Borough employee that she was not allowed to park in lot and use wifi. It was confirmed by Carla Roselle that as per State Librarian, we must allow use of free wifi outside the Library building.

At 7:42 pm, a motion to adjourn was made by Seth Cohen and seconded by Steve Noll . All approved.

Respectfully submitted by Tammy McGee