

W. H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING MINUTES
Date: March 14, 2016

- **The Board of Trustees Meeting for March 14,2016 was called to order at 7:00 p.m. in the Library.**

- **Roll Call is taken and a Quorum is declared.** (P=present; A=absent; E=excused)

BOARD: Mayor Craig Dunwell A Principal Daniel Cullen E

Louis Cartabona P Barbara Ryan P Sue Smeall P June Heyer P Mike Trent P

Quorum? yes

EMPLOYEES: Carla Roselle P Gene Stocker P

- **Reading of the Open Public Meeting Notice by the President was read**

Adequate notice of the meeting has been provided in accordance with NJ Open Public Meetings Act with the publishing of the annual calendar on our Library bulletin board, in the Star Gazette, on our website <http://alphapubliclibrary.com/> and in the Library.

- **All Stood for the Flag Salute**

- **No Guest Speaker or Programs**

- **A Motion was made to approve the Agenda with one change, under Treasurers Report to add voting on check signers for current year.** motion: Sue Smeall seconded: June Heyer

- **February Minutes were not available and tabled until April Meeting**

- **Treasurer's Report – Gene Stocker**

- a. **Action on Bills** – A Bill payment list was given listing all bills to be paid, roll call was taken to approve payment of bills. Note: Sue Smeall and Gene Stocker signed this months bills.
- b. **2015 research of employee costs** – still on hold; no information received/Charles Daniels expressed not wanting to pay our bills/ Suggested that Mr. Schwar do it but he is not a CFO and should not handle the payment of bills.
- c. **Approve Budget for 2016** – Due to (b) above, Budget not complete for approval, tabled to next month
- d. **Motion to approve Treasurers Finance Reports/Roll Call** –
-Discussed the Accounts Payable – Vendor line of the financial statement, this is in reference to the Auditor Report and an adjustment will come through in March and will be zeroed out next month.
-A roll call vote was made to approve the Finance Report of the Treasurer.
- e. **Check Signers** - Motion made by Mike Trent and 2nd by Sue Smeall to approve check signers be the Treasurer, June Heyer and board member Sue Smeall.

- **No Correspondence**

- **Reports of Board members and directors**

- a. **Librarian's Report** – Carla Roselle
 - 32 new members this month due to Carla's involvement in the school, 25 were resident children.
 - Annual Report was submitted last week to the State.

- Discussed Librarians Conference May 16-18 in Atlantic city Cost for fee and hotel is \$555.52
 - Discussed the Audit to be less expensive not that all records are computerized approx.. \$3500, this company is familiar with our books and how we do things have worked with Carla very well in past.
 - New Assistant Started March 5 and is doing very well
 - March 6 Carla attended Fire House Cat in the Hat Breakfast and we received 5 new members
 - New Programs Adult Coloring Class and E-Books with Warren county
 - Upcoming Event – work with the Faculty at Alpha School discuss how E-Books can be used to support the students.
- b. **Council Report** – N/A
- c. **School Principal** – N/A
- d. **Board President** Report – Louis Cartabona
 Trying to communicate with Mr. Schwar about getting our books up to date with finances. Thanked Sue Smeall for speaking at Council Mtg on what is happening at the Library.

• Committee Reports

• **Building and Technology – Barbara Ryan**

- a. Purchase of Scanner – Done
- b. Repair of light above Board Table – Done
- c. Heating Issues – heat and air conditioner can be controlled on computer, but the bill has not been paid since 2014 therefore they will come to set or repair anything. Mayor Dunwell gave permission to Carla to call for help but will not be done till bill is paid.
- d. Request for Panic Lock Door – Tracey Grossman will look into it

• **Books/Programs - Sue Smeall**

- a. E-Books – all information and directions for use are on library website also Audio e-books.
- b. Jeff Finegan for next year? – Sue will contact Mr. Finegan for next Presidents Week and work with Principal Cullen for a joint school event during the day and an event in the evening at the library.
- c. 28 children were at the last Movie Night
- d. March 21 – Adult coloring
- e. Summer Reading Program topic “On Your Mark-Get Set-Read”
- f. Looking into a series of health topic to be held at library.
- g. Book Sale 1st weekend in June During the Alpha yard Sale.

• **Membership & Publicity – Mike Trent**

- a. New to committee so spoke with former committee members to get a clearer look at what needs to be done.
- b. Thoughts on promoting Library through Sporting Events – will do some planning for next meeting.
- c. We sell permits for the June yard Sale at the library and also give out the Egg Hunt Tickets as a way to bring people into the library.

• **Special Committee – Steve Noll and Anne Hart**

- a. 80th Birthday Celebration of Library in 2017
 Actual Birthdate early May , Looking for ways to involve students and the PTA, perhaps a 80 day countdown with Library trivia, Check websites of what other libraries have done. Discussed other ideas for celebration such as Coloring Contest, bringing in Local Authors, Recognition of previous Presidents. Committee will take all this into consideration as the planning moves forward.

Motion to approve the committee reports: Motion: Sue

Second Barbara

Opportunity for Public Input – N/A

• **Old Business**

Library Page hiring – she is working out good.

Annual review of bylaws and policies for 2016 – review on own send changes and questions and info to Sue Smeall and will report next month.

• **New Business**

Motion made to approve the Librarians Conference at cost for fee and hotel of \$555.52, May 16-18 and milage to be vouchered Motion: Mike Trent Second: Louis Cartabona approved.

Discussed 2015 appropriation money due to Library, June Heyer will contact the Finance Dept of the Borough to look into this issue

Discussed what is needed for the excess money to be handed over to the Borough, a copy of the form needed to be filled out and approved will be given to Mike Trent to look over and share with Mr. Schwar.

• **Next Meeting April 11, 2016 at 7 pm in the library**

• **Motion to Adjourn Meeting** Motion: Sue Smeall Second: Mike Trent