

W.H.WALTERS FREE PUBLIC LIBRARY
1001 East Blvd.
Alpha, N.J. 08865

Annual Reorganization Of Board of Trustees

Meeting Minutes 2/12/2011

Start of meeting: Called to order at 7 PM, by last years Board President Sue Smeall.

1. Roll Call: Trustees present- Sue Smeall, Mayor Craig Dunwell, Barbara Ryan, Michael Trent, Louis Cartabona,
Trustees absent- June Heyer, School Principal Dan Cullen.

Professionals Present: Carla Roselle, Gene Stocker
Absent: Myrna Minardi,

Volunteers Present: Steve Noll, Anne Hart

2. Open Public Meeting Announcement: Sue Smeall read aloud the Open Public meeting notice: Adequate notice of the meeting has been provided in accordance with the NJ Open Public Meetings Act with the publishing of the annual calendar on our library bulletin board, in the Star Gazette and on our website and in the Library.

3. Flag Salute was done.

4. Swearing on of new Members. Mayor Dunwell performed the Oath of Office, swearing in of two new Members; Michael John Trent and Louis Joseph Cartabona. Certificates signed by both trustees, Mayor Dunwell and given to Carla who was asked to submit to the **Borough Clerk.**

5. Nominations: Opened up by Sue Smeall, who asked the board that she would not be nominated for any offices this year. Louis nominated Mike Trent for President, Sue seconded, but Mike declined the position and said he felt the way Sue does and doesn't want to be an officer until he learns more and feels qualified. Louis nominated Barbara Ryan, whom also declined.

Mike nominated Louis Cartabona for President, Craig seconded. Sue called for all in favor, many ayes, she asked for any opposed, no one opposed, she declared the ayes have it.

Craig nominated Barbara Ryan for Vice-president, Louis seconded. Sue called for all in favor, many ayes, she asked for any opposed, no one opposed, she declared the ayes have it. She asked Barbara if she'll accept, Barbara said yes.

No one nominated any trustee for Secretary and it was tabled.

Sue nominated June Heyer for treasurer, Barbara seconded. Sue called for all in favor, many ayes, she asked for any opposed, one opposed; she declared the ayes have it. She later called June and said June accepted.

Sue handed over the meeting to Louis.

6. Louis asked the board to review the bylaws. Sue pointed out that there are two sets in front of us; one our old ones, the other the ones a sample by the state Librarian which we would like to adopt at our next meeting. We concluded to take them home and bring back suggestions at the March meeting.

7. Committee responsibilities: Louis asked members for preferences. Appointments as follows:

Building and Technologies: Barbara Ryan

Books and Programs: Sue Smeall

Membership & Publicity Mike Trent

Special 80th Anniversary - (Mr. Noll said he would continue to lead this committee)

8. Carla agreed to post the meeting dates and committee responsibilities on the bulleting board and update the website.

9. Resolutions, Adoptions and Appointments:

a. Louis asked for a motion to adopt Resolution appointing Busch and Busch LLP as legal counsel. Mike Trent moved and Sue seconded. Discussion ensued about history of the relationship with the legal counsel and question about the need to have an attorney. Louis stated his opinion that the library could utilize the attorney as a hold over for any emergencies if we don't appoint them as counsel for the year. Roll Call vote: Craig – No, Sue – Yes, Barbara –Yes, Mike – No, Louis – No. **Motion failed.**

b. Louis asked for a motion for appointment of Nisivoccia LLP as auditor. Sue Moved, Barbara seconded. Discussion ensued. Craig, said that the Boroughs auditor would do the job for \$1400, compared with the current one which charged \$4500 last year. It was pointed out that last years there was a lot of work with hand written ledgers and that this year the price would be lowered. The board decided to table this motion and ask the Nisicoccia to give the board a written estimate on what their charge would be. **Motion tabled.**

c. Louis asked for a motion appointing Newspapers in which legal notices will be published. Louis discussed his opinions on the cost differences on the use of Express times versus Star Gazette. Craig asked about how many times the Library uses. Mike Moved, Craig Seconded. Roll Call: Craig –yes, Sue – yes, Barbara – Yes, Mike – yes, Louis – No. **Motion passed.**

d. Adoption of Schedule of meetings with the following dates in 2016: March 9th, April 11th , May 9th, June 13th, July 11th, Aug 8th , September 12th, October 10th, November 14th, December 12th. 2017 reorganization meeting to be held January 9th, 2017, **All were in Favor.**

e. Appointment of Gene Stocker as Library Bookkeeper at \$25 per hour with a max of 10 hours per month. Craig voiced his opposition to having a bookkeeper because in his opinion the Library should be using the finance office of the Borough, since they are already doing the library payroll.

Much discussion ensued regarding how the Library had become a Municipal Library by referendum in 1955 and how there is a confusing past and this is our transition period, but there were problems in the recent past with the former Borough CFO and the former Borough Finance clerk trying to take over the bookkeeping. The Library took the voucher system back and started paying bills themselves through the Library bookkeeping under the authority of the Library Treasurer and Trustees. Mr. Stocker explained the current system of paying our bills. We are now using a payable account instead of a cash account, where we current have invoices produced and recorded into a payable encumbered account and a list of checks to be authorized to be signed. It is a voucher system.

Louis explained that he has been reading of New Jersey Courts cases regarding this issue. He said that his understanding of how Libraries are suppose to operate, is that the Municipal appropriations for libraries is put into the municipal treasury the Borough should hold onto the appropriation; that the Library Trustees would give the Borough finance office vouchers. Gene agreed that his responsibilities come after the vouchers are done. Louis said that utilizing the current voucher system, we could transition back to using the Borough finance office to pay bills.

Mike asked why the Library was using a separate bookkeeper. Carla reviewed it was because historically the Library was being run as a hybrid library, part municipal Library and part association Library. Also that the library can use their own book keeper if the trustees choose to.

Craig, reviewed his research and his belief that the Library had operated on the outset of the 1955 referendum unto the mid 1960's as a municipal library, but at that time the "waters became muddied", where as you had the library trustees talking about being a hybrid and how they were investing their surplus funds in stocks and bonds; that it was with the discovery recently of the 1955 referendum that we are indeed a municipal library not a hybrid library.

Louis asked that we lay out a process of transition into utilizing the borough. Carla re-iterated that we had tried this and our bills were not being paid, so the library transitioned back to paying bills ourselves. Sue said that now we know our bills are paid right on time.

Craig said that we had no CFO on January 1st 2015, and the finance clerk resigned on March 1st, and there was a lot of turmoil, but the borough had a new finance clerk in June and a new CFO who passed his certification in December and now there is stability in the office.

Louis asked if the current QuickBooks could be utilized to produce reports for the Library if the Borough would let us know the bills have been paid in a prompt manner. Carla agreed if they run it efficiently it could possibly work, but we can have a meeting if we don't have any reports.

Craig explained that the reporting that the new CFO is using is much better than in the past and is confident that utilizing the Borough to pay bills will work and they will report to us efficiently.

Louis asked Gene to analyze how he could complete his work and get us to the point of transition. Gene said that we are at the beginning of the fiscal period and only have about twenty checks for January and February. Ending balances could be created for 12/31/2015 and QuickBooks would no longer be needed. We could make hard copies and then go over to the Borough. He said we could continue with the QuickBooks if we did a subscription.

Carla said that she needs to see the Edmunds system at least once a month.

Gene said he could print a detailed general ledger of all the work that has been done in 2015; that would include the transition of the old paper system of Jules that was done in January, February and March. He stated that we would have a database of all the checks through that period; It would take him two or three hours.

Craig said we should check to see if we could import the 2015 information into Edmunds. Gene said we have about 20 account line items. Craig said he would ask about it. Gene said there is a possibility that the QuickBooks accounts could be converted into Excel format.

Louis proposed to keep Mr. Stocker on. Mr. Stocker said he would communicate with the CFO and start the process.

Craig asked if the library had been submitting non profit income tax returns to the IRS. Gene said Form 990's but that none was done for 2015, because it was not due yet. Gene said he filed two 1099's for himself and one for Jules. Gene also re-iterated that the QuickBooks only as registered currently through his firm is only \$16 per month.

Craig suggested that we keep going on and Mike agreed stating if we aren't getting the right results from the town we could transition back.

Louis moved to appointment of Gene Stocker as Library Bookkeeper at \$25 per hour with a max of 10 hours per month for this year. Craig Seconded. Roll Call: Craig – yes, Sue – yes, Barbara – yes, Mike – yes, Louis – Yes. **Motion passes.**

e. appointment of Carla Roselle as library director

Mike moved, Sue seconded. Louis said this appointment is to the title and the current salary is not affected. Roll call: Craig – yes, Sue – yes, Barbara – yes, Mike – yes, Louis – Yes. **Motion passes**

f. appointment of EMC2, as IT Support Services as Contracted at \$75 per hour.

Louis Moved, Mike Seconded. Discussion: They have worked for the library for a year and a half. Carla only used them for about an hour. Carla does the rest of the IT work. They are located in Milford.

Roll Call: Craig Seconded. Roll Call: Craig – yes, Sue – yes, Barbara – yes, Mike – yes, Louis – Yes.
Motion passes.

h. Establishment of petty cash fund for 2016 at \$200. **All were in Favor.**

i. Establishment of change fund for 2016 at \$40. **All were in Favor**

10. Mileage re-imbusement. The Board of Trustees agreed to establish a policy that the mileage reimbursement rate for employees on Library business will be based on the IRS standard mileage rate for the year. It was stated that a form has to be used. **All were in Favor.**

11. Bank Designation. The Board decided to Designate PNC Bank, as depository of the Library funds. It was noted that the current funds are held there now. **All were in Favor.**

a motion was made to end the meeting and **All were in Favor** . End time: 7:53 PM