

W.H. Walters Free Public Library

1001 East Boulevard

Alpha, NJ 08865

BOARD OF TRUSTEES MEETING

Minutes for October 19, 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 October 19, 2020 was called to order by Patrick McHenry at 7:07 pm via Zoom.

Present at the meeting was Seth Cohen, Tammy McGee, Patrick McHenry, Carla Roselle, Christina Smith, Steve Noll. Mayor Craig Dunwell and Jarrod Dech were not in attendance. 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, October 2020. Meeting Agenda. The motion was seconded by Tammy McGee. All approved.

Minutes Approved – Motion was made to approve the September 2020 minutes was made by Seth Cohen. The motion was seconded by Christina Smith. All approved.

Guest Speakers- None

Opportunity for Public Comments - No public attendance.

President's Report – Received email from Jarrod offering his seat up on the board due to scheduling conflicts. An official resignation letter has not yet been received.

Treasurer's Report – Carla went over the bill list for October. Three recurring bills (books/dvds, bookkeeper, and copy machine) and salary/wages were all that were paid out this month. Budget vs. Actual match up for the month. The Auditor picked up all information to complete this year's audit.

Motion to approve Bill/Check list for October 2020 made by Seth Cohen and seconded by Steve Noll. A roll call vote was taken and all approved..

Motion to approve Financial Report was made by Tammy McGee and seconded by Seth Cohen. 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 – Curbside pickup has increased, as have reader's advisory and reference question calls. Ebooks numbers are fluctuating.

Appropriation for 2021 has increased by \$3,613.00. Our total State funds will be \$74,288.00.

Yoga is now in the Fieldhouse. Will be adding grab-and-go crafts for adults in November.

Mayor's Report – No report

School Principal's Report – Will be planning a way to celebrate Halloween in the school while keeping it safe for students. There will be no parade or parties as per Health Department recommendations. There will also be something planned for Veteran's Day for the students; will find a way to include Veterans virtually.

Motion to approve all committee reports was made by Seth Cohen and seconded by Steve Noll. 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. Attorney has executive session minutes.

Steve noted that Executive Session minutes from 2019-2020, where budget issues were discussed, will be sent to us to look over to address any questions the public may have concerning them. Although we can't change minutes once they're approved, we could possibly add an appendix with points to clarify certain areas.

New Business – There has been concern over people entering the library while it is closed. Through discussion, the Board was made aware of visitors entering the library without a mask. The Board has decided to draft a letter to be posted on doors of library stating that no one is to enter the library except library employees. The Board also feels that in order to keep our employees safe, all mail and packages are to be left outside of the interior library door and all correspondence with the library should be done via telephone or email. In the event that someone other than a library employee needs to enter the library, a mask must be worn. Seth offered to give the library a box of disposable masks to keep by the door in case someone other than a library employee needs to enter.

The next regular meeting will be held virtually on November 16, 2020 at 7:00 pm.

At 7:31 p.m., a motion to adjourn was made by Tammy McGee and seconded by Steve Noll. All approved.

Respectfully submitted by Tammy McGee