

**Township of Washington Public Library
Minutes of the Board of Trustees Meeting
January 21, 2020**

Call to Order: Mrs. Mazanec, President, called the regular monthly meeting to order at 4:05p.m.

In compliance with the Open Public Meeting Act, adequate notice of the meeting has been posted in the Library, the Town Calendar, on the Library website and filed with the Township Clerk.

In attendance were Mrs. Laura Rifkin, Mrs. Cindy Mazanec, Mr. Fred Voss, Ms. Julie Keating, Ms. Jaclyn Hrbek, Mrs. Nancy Salvi, Mayor Pete Calamari, Mrs. Elena Skinner and Mrs. Mary Ellen Stickel. Absent: Mrs. Katie Fisher

President's Report: Mrs. Mazanec recapped information regarding the McMillian boycott and BCCLS response to it. The vote took place on December 19th where member Libraries voted to officially stop ordering e-books from Mcmillian and its sub publishing houses.

Secretary's Report: The December 2019 minutes were reviewed. A motion was made by Mr.Voss, seconded by Ms.Keating to approve the minutes. Motion passed unanimously.

Treasurer's Report:

- **Approval of Vouchers:** The December 2019 Voucher list was reviewed. A motion was made by Mrs. Salvi, seconded by Ms. Hrbek, to approve the vouchers in the amount of \$12,367.16. Motion passed unanimously.
- **Financial Report:** The December 2019 Financial Reports were reviewed. A motion was made by Mrs. Salvi, seconded by Mr. Voss to approve the financial reports. Motion passed unanimously. Mrs. Rifkin provided a review of the 2019 budget vs actual expenditures. She detailed the purchases of materials and supplies that were purchased in 2019 that were needed for January 2020.

Annual Motions: A review was done of the following annual motions:

- A. **MOTION** to reaffirm the Library Director as the official purchasing agent of the Washington Township Library:
- B. **MOTION** to reaffirm the current By-Laws of the Washington Township Library:
- C. **MOTION** that the Director be authorized to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of a quorum:

- D. **MOTION** to re-affirm the Library Director as the official spokesperson of the Washington Township Library:

- E. **MOTION** to retain the services of Lerch, Vinci & Higgins as the Library Auditors:

- F. **MOTION** to retain the services of Oritani Bank for the Library accounts of checking, payroll, and savings:

- G. **MOTION** to hold monthly meetings for the Library Board of Trustees on the third Tuesday of the month in 2020 at 6:30pm:

Those dates are:

January 21	July – no meeting
February 18	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

- H. **MOTION** to purchase library facility items from state contract:

- I. **MOTION** to join as a member of the Middlesex Regional School Education School Co-Op for purchasing:

A motion was made by Mr. Voss, seconded by Ms. Keating, to approve annual motions A – I. Motion passed unanimously.

Election of Officers for 2020. Discussion was had and it was agreed that in 2020 Mrs. Cindy Mazanec would serve as Library Board President, Ms. Julie Keating would serve as Treasurer, Ms. Jaclyn Hrbek would serve as Secretary.

Committee Assignments for 2020. Discussion was had regarding the committee assignments for 2020. It was agreed that Mrs. Rifkin would reach out regarding availability amongst the board to serve, she articulated the desire to meet/communicate with the committees more frequently in 2020.

BCCLS 2020 Certification. Mrs. Rifkin confirmed that the Township of Washington Library operates in adherence to the BCCLS By Laws. The certification was sign by Mrs. Mazanec and Mrs. Rifkin, Mrs. Rifkin will file with the BCCLS office accordingly.

Director's Report: Mrs. Rifkin reported that:

- All annual staff evaluations have been completed, and that the new state minimum wage has been set at \$11.00 per hour.
- Our Library hosted two major BCCLS events in December – the System Council meeting and the Youth Services Mock Awards.
- Our team has been working diligently on the completion of the Local History Room. Additional shelving, display space, and interactive elements are being arranged now. Mrs. Rifkin plans to have the space completed and open to the public for browsing for National Library week in April 2020. She gave special acknowledgement to Librarian Allyssa Battaglia for her hard work on this project.
- The new cleaning crew began on January 2, and with the expected learning curve are working out nicely thus far. Mrs. Rifkin pointed out that Mrs. Janet Baker, Head of Circulation/ Director's Assistant, has researched new vendors (at a cheaper price) for items we supply such as hand soap, paper towels and garbage bags.
- Mrs. Rifkin reported that in the last month there were several leaks at the entrance to our Community Room space. It was Inspected by JayCue Roofing and found that the sealant around the HVAC unit had worn away. Elliot Lewis, our new HVAC company, resealed and we have not had additional issues – she will wait until after another storm before repainting the ceiling.
- Mrs. Rifkin has spoken with the Borough Administrator and the Postal workers at the Paramus Post office (where we must pay for our newsletter mailings) and moving forward we will be writing a check directly to the Post Office for the cost of the mailer. This will be less paperwork for the Library and the Town, while still allowing the Library to use the Town's permit number.

Adjournment: A motion was made by Ms. Keating, seconded by Ms.Hrbek, to adjourn the meeting at 7:06pm. Motion passed unanimously.