

Margaret E. Heggan Free Public Library of the Township of Washington

July 20, 2022 Meeting Minutes

Time and Place: The meeting of the Board of Trustees of the Margaret E. Heggan Free Public Library was called to order by Board President Terri Schechter in the Conference Room of the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on July 20, 2022, at 5:03 p.m.

Sunshine Law Statement: A notice was read that was published and posted according to the NJ Open Public Meetings Act.

Quorum: Gary Breen (via speakerphone), Whitney Huston, Catherine Matos, Elizabeth Moore, Terri Schechter, Jane Crocker (via speakerphone)

Also Present: Joseph Alacqua, Esq.; Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary

Absent: Lisa Bertolini, Victoria Binetti, Roy Dawson, Mayor Joann Gattinelli

Amanda Lasecki, Raechel Wynne, and Bernice Valle were introduced to the board as new part-time library assistants.

Minutes: It was moved by Elizabeth Moore and seconded by Whitney Huston to approve the minutes of the June 2022 Board meeting. All in favor. Motion carried.

President's Report: Terri did not submit a formal report.

Treasurer's Report: Resolution No. 2022-33 was moved by Whitney Huston and seconded by Cathy Matos to authorize payment of all obligations on the July 2022 bill list, in the amount of \$140,042.22. All in favor. Passed unanimously.

Director's Report: The 2021 library audit was conducted with no issues reported. Resolution No. 2022-34 was moved by Elizabeth Moore and seconded by Whitney Huston to accept the 2021 audit prepared by Nightlinger, Colavita & Volpa, PA at a cost of \$6,050.00. All in favor. Passed unanimously.

The board previously approved a full-time Library Assistant position within the circulation department. One internal candidate applied and was approved by the personnel committee to begin full-time employment pending board ratification. Resolution No. 2022-35 was moved by Elizabeth Moore and seconded by Whitney Huston to promote Katie Loughlin into the position of Full-Time Library Assistant (Circulation Department), effective July 11, 2022, at an annual salary of \$26,390.00. All in favor. Passed unanimously.

Sheila mentioned statistics have been increasing and the summer reading program has begun. A local author visit is scheduled for August. The adult services librarians will be cutting back on some of their book discussions, which have demonstrated poor attendance, and they will be offering different types of popular programs that were held in the past, such as historical impersonators. The library is scheduled to attend National Night Out, Harvest Fest, and Super Saturday, and Sheila is meeting with the adult services librarians to plan further outreach.

Sheila has contacted five companies regarding the strategic plan and is waiting to hear back from them.

Sheila is researching offering electronic readers for borrowing. Our librarians have not had many inquiries in regard to borrowing these but have received requests for laptops. There is a concern about privacy and making sure any stored information gets erased. Tablets may be a better option, as they would allow patrons to also utilize Kanopy for streaming movies and the Freegal music service. Sheila will provide more information by the August meeting. Terri suggested checking with the school district to see if they can recommend a service provider and/or security system.

Sheila offered to take photos of volunteers to create "READ" posters promoting Library Card Sign Up Month in September.

Terri inquired as to a mask complaint received by the mayor. Sheila replied that the mayor reached out to her and Sheila relayed the board policy regarding mask wear. Terri asked if any board members have changed their position regarding the library's mask policy. There was no response and no further comment regarding this.

A conversation was had regarding a sanitary incident involving a patron.

A short conversation was had regarding someone wanting to set up a petition station outside the library. Sheila shared the library's solicitation policy and outlined 10 feet from the library entrance.

Terri asked about the library being able to make purchases using a state-issued credit card. Dina has requested information regarding obtaining a P-card from the state.

The deadline for internal applicants for the Full-Time Supervisory Children's Librarian position is today. Sheila mentioned that if a candidate is found, she may request hiring approval from the personnel committee, to be ratified at the following board meeting. There was no objection to this plan.

A short discussion was held to clarify the definition/purpose of book bundles.

Adjournment: It was moved by Whitney Huston and seconded by Terri Schechter to adjourn the meeting at 5:27 p.m. All in favor. Motion carried.