

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

November 16, 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 November 16, 2022, at 5:00 p.m.

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

Quorum: Victoria Binetti, Whitney Huston, Catherine Matos, Elizabeth Moore, Terri Schechter, Jane Crocker

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

Absent: Lisa Bertolini, Gary Breen, Roy Dawson, Mayor Joann Gattinelli

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

President's Report: Terri reported that Sheila's performance evaluation has been overdue and asked for any comments or feedback to be sent to her by next week.

Treasurer's Report: Resolution No. 2022-47 was moved by Vicky Binetti and seconded by Jane Crocker to authorize payment of all obligations on the November 2022 bill list, in the amount of \$361,330.02. All in favor. Passed unanimously.

Director's Report: Resolution No. 2022-48 was moved by Elizabeth Moore and seconded by Whitney Huston to amend the 2022 budget with a total transfer of \$5,040 as follows: \$3,000 from Account #512 Library Programs to Account #509 Utilities and \$2,040 from Account #521 Contingency with \$140 going to Account #503 Printing/Advertising; \$1,200 to Account #507 Building/Grounds; and \$700 to Account #514 Database/Subscriptions/Maintenance. All in favor. Passed unanimously. There will be more budget amendments presented in December.

Sheila presented an overview of the proposed 2023 operating budget. Our township allotment has increased and Sheila does not anticipate money being needed from the surplus for 2023 beyond the costs for strategic planning. There is a water issue on one side of the building that is being investigated. A discussion was had about the amount of surplus funds the library is allowed to maintain. Resolution No. 2022-49 was moved by Jane Crocker and seconded by Vicky Binetti to accept the 2023 library budget in the amount of \$2,067,107.00. All in favor. Passed unanimously.

Resolution No. 2022-50 was moved by Elizabeth Moore and seconded by Whitney Huston to approve the hiring of Stephanie Middleton as a full-time Children's Librarian. All in favor. Passed unanimously.

It was moved by Whitney Huston and seconded by Jane Crocker to approve the revision of a job description from Administrative Assistant to Senior Library Assistant – Order Clerk. All in favor. Motion carried.

Sheila notified the board of her plan to update the job title, description, and salary/salary range for the remaining Administrative Assistant position. She will present this to the Personnel Committee for approval prior to bringing it to the December board meeting.

There were no internal candidates for the open position of Senior Library Assistant – Order Clerk. Phone screenings are being conducted and a Zoom call was held with a potential candidate. A hiring recommendation will be given to the Personnel Committee with a plan to start the selected person as soon as possible, to be retroactively approved at the December board meeting.

The Strategic Planning Committee will be meeting at the close of the regular board meeting to discuss changes to the proposed community survey.

Vicky spoke about the New Jersey Library Association joining the American Library Association's Sustainability and Libraries initiative. She mentioned that our library may be able to incorporate this during the strategic planning process. Suggestions involved the library becoming a climate education center or sustainability education center as well as creating a rain garden and/or a pollinator garden.

Adjournment: It was moved by Jane Crocker and seconded by Whitney Huston to adjourn the meeting at 5:46 p.m. All in favor. Motion carried.