

Waterford Township Public Library
Board of Trustees
Reorganizational Meeting
Minutes
January 10, 2022

The January 10, 2022 Waterford Township Library Board of Trustees reorganization meeting was called to order by Rita T Wood at 7:01 pm in the library.

Roll Call: The following members answered to the roll call:

Kathleen Baner

Carl Lange

Joseph Palladino

Dana Paul

Dorene Szeker

Rita T Wood

Dr. Rita Hanna, Representative for Township Mayor

Absent: Joel Thompson

Julie Lyons, Representative for Superintendent of Schools

Staff in Attendance: Dana Nicklas, Director and C. David Pileggi

Guest: Ken Ditmars, Perazza & Co, will attend the February meeting due to the lack of volume for the zoom connection.

Salute to the Flag

Statement of Compliance:

Pursuant to the Open Public Meetings Act, notice of the regular meeting has been given in the annual meeting notice to Courier Post, Gazette, posted on the Waterford Township Public Library Website, posted and filed with the Waterford Township Clerk.

The public may participate in this meeting only during the public portion, which takes place near the beginning of the meeting. Individuals addressing

the board must give their name and address in an audible tone and will have five (5) minutes to make their statement.

Nominating Committee, Chair R. Wood, J. Thompson, F. Grubb

R. Wood, Chair of the nominating committee submits the following nominations for 2022.

President, Kathleen Banes

Vice President, Joel Thompson

Secretary, Rita Wood

Treasurer,

The Nominating Committee completed its duties upon the report.

Nominations and election of the President, Presiding R. Wood

Nominations were open from the floor for President.

Motion by R. Wood, seconded by R. Hanna to accept the nomination of Kathleen Banes as President. Motion carried.

Election: A voice vote was taken to elect K Banes for president.

R. Wood relinquished the floor to President Banes.

Nominations and election of Vice President, Secretary, Treasurer

President Banes presiding.

Nominations were open from the floor for vice president.

Nomination from the floor, J. Palladino.

Motion by C. Lange, seconded by R. Hanna to accept the nomination of J. Palladino for Vice President and nominations committee nominee Joel Thompson for Vice President. Motion carried.

Election: A voice vote was taken and J Palladino received the majority of votes for vice president.

Nominations were open from the floor for secretary.

Motion by K. Banes, seconded by R. Hanna to accept the nomination of Rita Wood as secretary. Motion carried

Election: A voice vote was taken and R. Wood elected.

No nominations from the nominating committee and no nominations from the floor for Treasurer.

President Banes appointed R Wood to serve as treasurer pro tem until the next treasurer is elected or an appointment is made.

Presentation of Resolutions for 2022

2022 Annual schedule of Board of Trustees meetings

Resolution 2022-01

Motion to adopt the resolution by R. Hanna, seconded by J. Palladino to accept the dates as presented. Motion carried. Resolution is attached.

2022 Designate days the library will be closed

Resolution 2022-02

Motion to adopt the resolution by J. Palladino, seconded by D. Szeker to accept the days the library will be closed. Motion carried. Resolution is attached.

2022 Library hours of operation daily hours and holidays

Resolution 2022-03

Motion to adopt the resolution by R. Hanna, seconded by J. Palladino to accept the daily hours of holidays as presented. Motion carried. Resolution is attached.

2022 Designate official newspapers

Resolution 2022-04

Motion to adopt the resolution by R. Hanna seconded by J. Palladino to accept the Courier Post and South Jersey Times newspapers as official newspapers. Motion carried. Resolution is attached.

2022 Designate official financial institution/s/and cash management plan

Resolution 2022-05

Motion to adopt the resolution by C. Lange, seconded by R. Hanna to accept TD Bank as official financial institution. Motion carried. Resolution is attached.

2022 Retain professional services without competitive bidding

Resolution 2022-06

Motion to adopt the resolution by C. Lange, seconded by J. Palladino to accept the resolution as presented. Motion carried. Resolution is attached.

Motion by R. Hanna, seconded by D. Paul to add to the agenda appointment of the auditor. Motion carried.

Motion by R. Hanna seconded by D. Szeker to appoint Ken Ditmars, Perazza & Co as auditors for all library financial business in 2022. Motion carried.

2022 Authorize signatures on checks

Resolution 2022-07

Motion to adopt the resolution by C. Lange, seconded by J. Palladino for President, Treasurer, and designated member, as signers of checks. Motion carried. Resolution attached.

2022 Library Hours of daily operation

Resolution 2022-08

Motion to adopt the resolution by J. Palladino, seconded by D. Szeker to accept the hours of daily operation as presented. Motion carried. Resolution is attached

President stated the resolution for the establishment of the petty cash account will be presented at the regular February meeting.

No other organizational matters.

Motion by J. Palladino, seconded by R. Hanna to adjourn the reorganization meeting. Motion carried. President Banes adjourned the meeting at 7:42 pm

Reorganizational Meeting adjourned.

Waterford Township Public Library
Board of Trustees
Regular meeting January 10, 2022

The January 10, 2022 Waterford Township Board of Trustees meeting call to order by the President K Banes at 7:43 pm

Roll Call

Kathleen Banes

Carl Lange

Joseph Palladino

Dana Paul

Dorene Szeker

Rita T Wood

Dr. Rita Hanna, Representative for Township Mayor

Absent:

Joel Thompson

Julie Lyons, Representative for Superintendent of Schools

Staff in Attendance: Dana Nicklas, Director

Adoption of the Agenda

Motion by R Wood, seconded by D Szeker to adopt to the meeting agenda as modified.

Motion carried.

Recognition of the Public Present – No public present.

Minutes

Motion by R. Hanna, seconded J. Palladino to approve the minutes of the December 13, 2021. Abstention:

D Szeker Motion carried.

Action on Bills

Cash disbursements on the bill list in the amount of \$12,688.65

for the payment of bills for the month of December. Report attached.

Motion by D. Szeker, seconded by D. Paul to approve the payment of bills for the month of December Payment is dependent upon availability of funds. Motion carried.

Financial Report:

Profit & Loss Budget vs Actual

Statement for the period December 1 to December 31, 2021 was reviewed.

Total income is \$ 265,905.84

Total expenses are \$ 272,186.32

Total (net) minus income \$ - 6,280.48

Report attached.

Motion by R Hanna, seconded by D. Szeker to approve the financial report Profit and Loss Budget vs Actual.

Motion carried.

Payroll Account Journal Report Attached

All financial reports are attached to the minutes and are to be filed for audit.

Director's Report

Director's report is attached to the minutes.

Motion by C Lange, seconded by R Wood. to accept the Director's Report. Motion carried.

Committee Reports

Arts and Exhibitions, Chair, R. Wood

R. Wood and the Director will meet in January to investigate various wall hanging systems and bring their findings to the board at the February board meeting.

Budget and Finance, Chair, Treasurer (no treasurer)

President Banes requested a thank you note be sent to the Women's Club for their donation (in the Director's report)

Building and Grounds, Chair, C. Lange

C Lange reported there are no lights on in the back of the building. Director and Lange will follow up with the landlord/township.

Contractors are working on the heating units.

Communications, Chair, K. Banes

President Banes asked if any Board members have suggestions for outreach programs and services that the library could provide to the community.

Several suggestions were made. The Director will manage community programs as covid allows.

Attached in monthly packet is the basic schedule of the library community programs and services planned for 2022.

Personnel, – Chair, J Thompson

Report by Director will seek applicants for a position- see under new business

Policy, Chair Vice President

J. Palladino and D. Paul will meet within the next two months to review the bylaws, manual, and policies.

All committee reports –

Motion by R. Wood, seconded by C. Lange to accept all the committee reports. Motion carried.

Unfinished Business

Resolution 2022-09

Motion to adopt the resolution by R. Hanna, seconded by C. Lange to accept Schedule A Transfer of 2021 budget line items. Motion carried. Resolution is attached.

2022 Budget Proposal

Motion by R. Wood, seconded by D. Szeker to adopt the 2022 Budget as presented. Motion carried. Budget attached to the minutes.

Motion J. Palladino seconded R. Hanna to go into executive session at 8:20 pm Motion carried.

Motion C. Lange, seconded by R. Wood to exit the executive session at 8:30 pm. Motion carried.

New Business

Action of Executive Session

Motion R. Hanna, seconded by D. Szeker to accept employee request for leave of absence for three months. Motion carried by 6 votes to accept the motion and 1 abstention.

The Board approved the Director's request to the posting of the library assistant, part time temporary/substitute position at salary of \$13 per hour.

Board Continuing Education Units for 2022

President Banes announced the continuing education units will be recorded in 2022 - Board needs a total of 7 CEU. in 2022.

Announcements:

R. Wood announced the follow-up to questions and concerns at the December meeting were attached to the December minutes: liability coverage for Board members, usage and scheduling of meeting room, "no fines" policy, charges to residents for services provided by library (fax, copies, etc.); senior citizen patron privileges.

Adjournment

Motion by C. Lange, seconded by J Palladino to adjourn the meeting. Motion carried. President adjourned the meeting at 8:45 pm

Rita T Wood
Secretary

Board of Trustees

Regular Meeting January 10, 2022

Minutes Executive Session

Motion J. Palladino seconded R. Hanna to go into executive session at 8:20 pm. Motion carried.

Reviewed the letter submitted to the Director from employee for a leave of absence for three months.

Motion C. Lange, seconded by R. Wood to exit the executive session at 8:30 pm. Motion carried.

Action of the Board

Board approved the request of the employee for a leave of absence for three months with the approval of the Director.