

Waterford Township Public Library  
Board of Trustees Meeting  
Minutes

December 12,2022

The December 12, 2022 Waterford Township Library Board of Trustees meeting was called to order by President K. Banes at 7:05 pm in the library.

Statement of Compliance:

*In accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231, adequate notice of this meeting setting forth the time, place, and specific purpose/business in the call. A notice has been posted on the library's website and in the library, filing the notice with the Township Clerk, municipal building bulletin board and sending notice to the official newspaper(s) and circulating electronically.*

Salute to the Flag

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

Kathleen Banes  
Carl Lange  
Joseph Palladino  
Rita T Wood

Absent

Dana Paul

Dr. Rita Hanna, Representative for Township Mayor  
Julies Lyons, Representative for Superintendent of Schools

Staff in Attendance, Director of the Library, D. Nicklas

Adoption of the Agenda

Addition- Liaison be established by The Friends of the library

Motion by J Palladino seconded by C Lange to accept the meeting agenda with the addition of the – Friends of the Library. Motion carried.

Recognition of the Public – No public present.

#### Minutes

Motion by C Lange, seconded J Palladino to approve the minutes of the November meeting. Motion carried. Minutes attached.

#### Action on Bills Report

Cash disbursements on the bill list in the amount of \$37,036.67 for the payment of bills for the month of November 2022.

Motion by J Palladino, seconded R Wood to approve the payment of bills for the month of November 2022. Payment is dependent upon availability of funds. Motion carried. Report attached.

#### Financial Report:

Profit & Loss Budget vs Actual  
Statement for the period November 1 to 30  
Income is \$248,660.12  
Total expenses are \$255,504.46  
Total Negative Ordinary Income \$-6844.34

Motion by C Lange, seconded J Palladino to accept the financial report Profit and Loss Budget vs Actual as presented for November. Motion carried. Report attached.

#### Payroll Account Journal Reports Attached

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

#### Director's Report

Motion by C Lange, seconded J Palladino to accept the Director's Report. (Weekly reports). Motion carried. Director's report is attached.

#### Committee Reports

Arts and Exhibitions, Chair, R. Wood

The community arts gallery is under the direction of library staff Amanda Ferrante. Board member R Wood will be the featured artist for January 2023.

Budget and Finance, Chair, Treasurer, C Lange –

Budget proposal for 2023 was presented for member's review. It will be voted on in January

Building and Grounds, Chair, C. Lange

Reported on the leaking back doors, is still a major building problem. Emails and phone calls have been made to the township committee. Discussion concluded that the Board President and Director will go to the Township Committee meeting to present the outstanding problems with the leaking doors and heating /air conditioning system in the meeting room.

Personnel, Chair, J Palladino

No report

Policy, Chair J Palladino

No report

Communications, Chair, K. Banes

No report

Nominating Committee, Chair Dana Paul

Members according to the bylaws are Treasurer, Secretary, and one member.

Report by member R Wood in absent of the Chair D. Paul

All the current officers accepted nominations in their current positions for 2023. Nomination from the floor and election will take place at the reorganization meeting

All committee reports –

Motion by C Lange, seconded by Palladino to accept all reports as presented.

Motion carried

Unfinished Business

No unfinished business

New Business

Staff Salary Increases for 2023.

After discussion of NJ state required salary wages for staff (automatic minimum wage raises); projected raises for current employees.

a motion by C Lange and seconded by J Palladino to accept the proposed the schedule for salary increases for employees for 2023.

Motion carried.

Board Continuing Education Units for 2022

January Check In, R. Hanna, C. Lange, J Palladino, R. Wood – 4 CEU

February Check In, State Aid, R Wood, R Hanna 2 CEU

Reading of the Library Boards and Open Public Meetings Act

J Palladino, C Lange, D Paul, D Szeker 4 CEU

April Check In, Intellectual Freedom and Materials

Challenges for Directors and Boards, Director Nicklas 1 CEU

Reading of the Library Boards and Open Public Meetings Act

J Thompson 1 CEU

Announcements and Comments:

R Wood reported the Standing committee description are not in the bylaws and can be changed without a motion /vote.

Therefore, recommended the Arts and Exhibition Committee remove the statement “With the Friends of the library, the chair may facilitate or help with fundraising efforts and serve as liaison between the Friends of the Library and the Board of Trustees.”

R Wood reported the President of the Friends would appoint their own liaison to the Board who will report to the Board as needed.

Adjournment:

Motion by C. Lange, seconded by J. Palladino to adjourn the meeting.

Motion carried. President adjourned the meeting at 8:50 pm.

Reorganization and Regular Board Meetings

Monday January 9. 2023

Rita T Wood, Secretary

