

Waterford Township Public Library
Board of Trustees Meeting
Minutes

November 12, 2022

The November 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

President Banes added the Nominating Committee

Motion by C Lange seconded by -J Palladino to accept the meeting agenda with the addition of the nominating committee. Motion carried.

Recognition of the Public – No public present.

Minutes

Motion by R Wood, seconded J Palladino to approve the minutes of the September meeting. Motion carried. Minutes attached.

The Board meeting scheduled for Tuesday October 11, 2022 was cancelled due to a quorum not being established. Therefore 2021-12 Pay Bills with Prior Approval resolution was available for all Board members to review and approve the payment of the Operating and Payroll Journals for the month of September 2022. Cash disbursements on the bill list in the amount of \$6,301.46 for payment for the month of September 2022. The resolution was signed by K. Banes, C. Lange, J. Palladino, R. Wood, D. Paul authorized their payment and is attached to the minutes.

Action on Bills Report

Cash disbursements on the bill list in the amount of \$9,919.17 for the payment of bills for the month of October 2022.

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

Financial Report:

Profit & Loss Budget vs Actual
Statement for the period September 1 to 30
Income is \$199,485.15
Total expenses are \$184,909.69
Total Ordinary Income \$14,575.46

Motion by R. Wood, seconded C. Lange to approve the financial report Profit and Loss Budget vs Actual as presented for September. Motion carried. Report attached.

Profit & Loss Budget vs Actual
Statement for the period October 1 to 31
Income is \$224,379.90
Total expenses are \$ 207,084.92
Total Ordinary Income \$17,294.98

Motion by R. Wood, seconded J Palladino to approve the financial report Profit and Loss Budget vs Actual as presented for October. 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 J Palladino, seconded C. Lange to accept the Director's Report.
(Weekly reports). Motion carried. Director's report is attached.

Committee Reports

Arts and Exhibitions, Chair, R. Wood

Commented on the job well done by staff librarian Amanda Ferrante

Budget and Finance, Chair, Treasurer, C Lange –

No report

Building and Grounds, Chair, C. Lange

Reported on the leaking back doors, cleaning up leaves and the numerous emails and photos sent by the Director to Mr. Wilson regarding leaks in public restroom. Property manager did inspect the roof.

Personnel, – Chair, J Palladino

No report

Policy, Chair Vice President

No report

Communications, Chair, K. Banes

No report

All committee reports –

Motion by R. Wood, seconded by J. Palladino to accept all the committee reports. Motion carried.

Unfinished Business

No unfinished business

New Business

Signers on Checks

Motion by R. Wood, seconded by C. Lange to add J. Palladino as an additional signer to the checks. Motion carried.

Library Purchases 2022

Director reviewed the purchases. Attached is the list of items and number of purchases along with the capital purchase schedule for 2022, 2023, 2024

Nominating Committee

President Banes stated according to the Bylaws- members Are Treasurer, Secretary, and one member. She appointed D. Paul

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 on the work of the Friends of the Library. December 10 is the Santa workshop, new carts for sale books.

C. Lange reported he spoke with the Director about having the model train displayed in the library.

Adjournment:

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

Motion carried. President adjourned the meeting at 8:20 pm.

Next Board Meeting December 12, 2022.

Rita T Wood, Secretary