

Waterford Township Public Library
Board of Trustees
Reorganizational Meeting
Minutes
January 9, 2023

The January 9, 2023 Waterford Township Library Board of Trustees reorganization meeting was called to order by secretary Rita T Wood at 7:02 pm in the library meeting room.

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

Kathleen Banes
Jen Garefino
Carl Lange
Joseph Palladino
Dana Paul
Ed Troike
Rita T Wood
Joel Thompson, Representative for Township Mayor
Absent Julie Lyons, Representative for Superintendent of
Schools

Staff in Attendance: Dana Nicklas, Director

. Flag Salute

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.

Welcome Introductions

Agenda Review and Adoption

Motion by K Banes, to accept the agenda for reorganizational meeting. Seconded by C Lange. Motion carried

Nominating Committee, Chair D. Paul, C. Lange, R Wood

R. Wood, submitted the following nominations for 2023 at the December meeting at the request of the Chair. D. Paul. President, Kathleen Banes, Vice President, Joe Palladino, Secretary, Rita Wood, Treasurer, Carl Lange

The Nominating Committee completed its duties upon the report.

Nominations and election of the President, Presiding R. Wood

Nominations were called for the office of President. There were no other nominations.

Motion by C Lange to close nominations, seconded J Palladino. Motion carried.

Motion by R. Wood to accept the nomination of Kathleen Banes as President. Seconded by J. Thompson. Motion carried.

Election: A voice vote was taken. K Banes elected as president. By unanimous vote.

R. Wood relinquished the floor to President Banes.

Nominations and election of Vice President, Secretary, Treasurer presiding President

Vice president. Nominations were called for the office of Vice President. There were no other nominations.

Motion by C. Lange to close nominations, seconded by J Thompson.
Motion carried.

Motion by R Wood to accept the nomination of Joe Palladino as Vice President. Seconded by D Paul. Motion carried.

Election: A voice vote was taken. J Palladino elected as Vice president by unanimous vote.

Secretary Nominations were called for the office of secretary. There were no other nominations.

Motion by J Thompson to close nominations, seconded by C Lange.
Motion carried.

Motion by D Paul to accept the nomination of Rita Wood as secretary. Seconded by J Thompson. Motion carried.

Election: A voice vote was taken, R Wood elected as secretary by unanimous vote.

Treasurer Nominations were called for the office of treasurer. There were no other nominations.

Motion by J Palladino to close nominations seconded by R Wood.
Motion carried.

Motion by R Wood to accept the nomination of Carl Lange as treasurer seconded by J Palladino. Motion carried.

Election: A voice vote was taken. C Lange elected as treasurer. By unanimous vote

President Banes reviewed the members to signed 1. Conflict of Interest and Ethics and to complete the Review of Procedure for Financial Disclosure Statement to Municipality

Presentation of Resolutions for 2023

Annual schedule of Board of Trustees meetings: Resolution 2023 -01

Motion to adopt the resolution by R Wood to accept the dates as presented Seconded by D Paul. Motion carried.
Resolution is attached.

Authorize Library hours of operation: Resolution 2023-02

Motion to adopt the resolution by C Lange to accept the library hours of operation. Seconded by J Palladino. Motion carried.
Resolution is attached.

Holiday Schedule /Holiday Hours: Resolution 2023-03

Motion to adopt the resolution by C Lange to accept holiday schedule and hours. Seconded J Palladino Vote on the motion 7 yes, 1 no. Motion carried. Resolution is attached.

Designate Days Library Closed: Resolution 2023-04

Motion to adopt the resolution by R Wood to accept the days library will be closed. Seconded E. Troike. Vote on the motion 7 yes, 1 no. Motion carried, Resolution is attached

Designated Official Newspapers: Resolution 2023 -05

Motion to adopt the resolution by R Wood for the Courier Post, South Jersey Times, and Hammonton Gazette, as official newspapers. Seconded C Lange. Discussion: South Jersey Times is now SJ T. Motion carried. Resolution is attached

Designate official financial institution/s/and cash management plan:
Resolution 2023-06

Motion to adopt the resolution by R Wood to accept TD Bank as official financial institution. Seconded E Troike. Motion carried. Resolutions attached.

Authorize signatures on checks: Resolution 2023-07

Motion to adopt the resolution by R Wood for President, Treasurer, and designated member, as signers of checks. Seconded J Palladino. Motion carried. Resolution attached.

Retain professional services without competitive bidding:

Resolution 2023-08

Motion to adopt the resolution by R Wood to accept the resolution as presented. Seconded by C Lange. Motion carried. Resolution is attached.

Appointment of Auditors: Resolution 2023 -09

Motion by R Wood to appoint Ken Ditmars, Perazza & Co as auditors for all library financial business in 2023. Seconded J Palladino. Motion carried. Resolution is attached.

Dissolution of the Petty Cash Fund Resolution 2023-10

Motion by R Wood to dissolve the petty cash fund. Seconded by C Lange. Motion carried

Adopt by Bylaws and Policy manual

Motion by R Wood to adopt the Waterford Township Library Board of Trustees by Laws and Library Policy Manual Seconded E Troike. Motion carried

No other Organizational matters came before the library board. The reorganizational meeting closed at 7:40 pm by President Banes

Regular meeting January 9, 2023

The January 9, 2023 Waterford Township Board of Trustees meeting call to order by the President K Banes at 7:45 pm in the Library Meeting room.

Roll Call Kathleen Banes

Jen Garfino

Carl Lange

Joseph Palladino

Dana Paul

Ed Troike

Rita T Wood

Joel Thompson. Representative for Township Mayor

Absent Julie Lyons, Representative for Superintendent of
Schools

Staff in Attendance: Dana Nicklas, Director

Adoption of the Agenda

Motion by R Wood to adopt the meeting agenda. Seconded J
Palladino

Motion carried.

Recognition of the Public Present – No public present.

Minutes

Motion by J Palladino to approve the minutes of the December 12,
2022. Seconded by C Lange. Vote approved by 4 members in
attendance in December. Motion carried.

Action on Bills

Motion by C Lange to pay the bills for the month of December
2022 in the amount of \$23,473.37 Seconded by J Palladino.
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, 2022 was

reviewed.

Total income is \$ 296,874.93

Total expenses are \$ 297,910.21

Total (net) minus income \$ 1,835.34

Report attached.

Motion by C Lange to approve the financial report Profit and Loss Budget vs Actual. Seconded by J Palladino 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

Motion by C Lange accept the Director's Report. Seconded by R Wood. Motion carried.

Director's report is attached to the minutes.

Committee Reports

Arts and Exhibitions, Chair, R. Wood

. Recommend policy or guidelines be meeting room art gallery

Budget and Finance, Chair, C Lange Treasurer

No report

Building and Grounds, Chair, C. Lange

Still dealing with roof leaks; continual discussion on who's responsible for correcting the leaks

Communications, Chair, K. Banes

Personnel, – Chair, J Palladino, Vice President,

No report

Policy, Chair Vice President

Vice president will meet within the next two months to review the bylaws, manual, and policies. With the three new board members.

All committee reports –

Motion by R Wood to accept all the committee reports as presented. Seconded J Palladino. Motion carried.

Unfinished Business

. 2022 Budget and Actual report and 2023 Budget Proposed reviewed

Resolution 2023-11 Schedule A Transfer of 2022 line-item funds in the budget

Motion by D Paul to approve the transfer of funds. Seconded R Wood. Vote 7 yes 1 member absent for vote. Motion carried.

Budget Revisions Request

Motion by J Palladino to approve the final budget revisions. Seconded D Paul. Motion carried

New Business

Library Assistant position is open. Director can post the position and will be interviewing previous applicants.

Motion by J Palladino for the Director to hire a part time library assistant at \$14.13 per hour for 10 to 15 hours per week. Seconded R Wood. Motion carried

Board Continuing Education Units for 2023

President Banes announced the continuing education units will be recorded in 2023 - Board needs a total of 7 CEU. in 2023.

Announcements: None

Adjournment

Motion by C Lange to adjourn the meeting. Seconded J Palladino Motion carried. President adjourned the meeting at 8:30 pm.

Rita T Wood, Secretary