

Waterford Township Board of Trustees -  
April 10, 2023 Meeting

The April 10, 2023 Waterford Township Board of Trustees meeting was called to order by the President K Banes at 7:00 pm in the library meeting room.

Roll Call

Kathy Banes  
Jen Garefino  
Carl Lange  
Joseph Palladino  
Dana Paul  
Ed Troike  
Joel Thompson, Representative for Township Mayor  
Julie Lyons, Representative for Superintendent of Schools

Absent due to illness: Rita T Wood

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.*

Recognition of the Public Present

Mr. Ken Ditmar, Auditor  
Mr. Ditmar presented and explained the 2022 audit review to the Board. Motion by J. Palladino, to accept the auditor's report. Seconded by C. Lange. Motion carried. Auditor's report is attached to the minutes.

Adoption of the Agenda

Motion by E. Troike to adopt the meeting agenda with request by J. Palladino to have closed session for the purpose to review Board Communication with the Library Director. Seconded by C. Lange. Motion carried.

Minutes – March 2023

Motion by J. Thompson to approve the minutes of the meeting. Seconded by J. Palladino. Motion carried.

#### Action on Bills

Motion by C. Lange to pay the bills for the month of March 2023 in the amount of \$ 9,881.90. Seconded by E. Troike. Motion carried. Payment is dependent upon availability of funds.

#### Financial Report:

Report by Treasurer, C. Lange

Profit & Loss Budget vs Actual

Statement for the period March 1 to March 31, 2023 was reviewed.

Total negative income \$ 886.53

Total expenses \$ 79,711.95

Total (net) negative income: \$ 80,598.43

Motion by C. Lange to accept the financial report: Profit and Loss Budget vs Actual. Seconded by J. Palladino. Discussion: Joel will check with the township since the library has not received any funds this year. Motion carried.

#### Payroll Account Journal Report

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

#### Director's Report

Motion by C. Lange to accept the Director's Report. Seconded by E. Troike. Motion carried.

Memo dated 4/4/2023 to Board of Trustees regarding the Board Communication with the Library Director will be discussed in closed session.

Director's report and Memo 4/4/2023 are attached to the minutes.

#### Committee Reports

Arts and Exhibitions, Chair, R. Wood –(Absent) emailed this report-  
The South Jersey Kite Flyers are on display

Budget and Finance, Chair, C Lange, No report

Building and Grounds, Chair, C. Lange,

Roof has been repaired.

Heater /AC not connected – now in the township hands, installer needs to contact ThermoCool, Library's service company

Communications, Chair, K. Banes, No report

Personnel, Chair, J Palladino

J Palladino met with the new members for orientation to the Board.

Policy, Chair, J Palladino

Director made recommendations to either change or update policies after the last meeting. Director has a complete book with all addendums/revisions at the front desk. Therefore, Board members checked their policy section of the WTPL Manual against the master book and asked for copies of any missing policies or updated policies.

Polices adopted at April 10, 2023 meeting

Family Leave,

Motion by J. Garefino to accept the policy for Family Leave.

Seconded by E. Troike. Motion carried.

Code of Behavior,

Motion by J. Garefino to accept the policy for Code of Behavior.

Seconded by J Palladino. Motion carried.

Circulations Policy and Guidelines.

Motion by J. Garefino to accept the policy for Circulations Policy and Guidelines, Seconded by E. Troike. Motion 7 yes and 1 abstention. Motion carried.

All committee reports

Motion by E. Troike to accept all the committee reports as presented.

Seconded C. Lange. Motion carried.

Ad Hoc Committee

Ad hoc Committee for Capital Expenditures and Strategic Planning for 2023 to 2025 was formed by President Banes

C. Lange, J. Palladino, E. Troike will serve on the Ad Hoc committee and make a report at the regular Board meeting in June.

Unfinished Business

E. Troike met with F. Grubb, President of the Friends to discuss recommended changes in the Memorandum of Understanding between the Board and Friends.

E. Troike presented the revised Memorandum of Understanding to the Board.

Motion by J. Garefino to accept the Memorandum of Understanding between the Friends of WTPL and the WTPL. Seconded by J Palladino. Motion carried.

#### New Business

No new business

#### Board Continuing Education Units for 2023

Clarification of Continuing Education Units

By Laws for WTPL Board of Trustees Article IV Section 1.16. Board members as a whole must receive 7 hours of CEU each year.

The library staff have a different requirement for CEU.

#### Closed Session:

Motion by J. Palladino to go into closed session, seconded by C. Lange. Motion carried.

Purpose of the closed session --Board of Trustees Communication with the Library Director.

Motion by C. Lange to end to the session seconded by E. Troike. Motion carried.

No action taken during the closed session.

#### Board Continuing Education Units for 2023

March: New Trustees Training: total 3 CEU

J. Garefino 1.5 hours

E. Troike 1.5 hours.

#### Adjournment

Motion by C. Lange to adjourn the meeting. Seconded J. Thompson  
Motion carried.

President adjourned the meeting at 8:25 pm.

Next meeting May 8, 2023

Kathy Banes, Secretary, Pro Tem

Closed Session of the Board of Trustees meeting on April 10, 2023

Motion by J. Palladino to open the session, seconded by C. Lange. Motion carried.

The Board of Trustees discussed the Memo dated 4/4/2023 to Board of Trustees from the Director of the Library regarding the Board of Trustees Communication with the Library Director.

Motion by C. Lange to end to the session, seconded by E. Troike. Motion carried.