

Waterford Township Board of Trustees
July 10, 2023 Meeting

The Waterford Township Board of Trustees meeting was called to order by the President J. Palladino at 7:00 pm in the library meeting room.

Roll Call

Jennifer Garefino

Carl Lange

Joseph Palladino

Dana Paul

Ed Troike

Rita T Wood

Joel Thompson, Representative for Township Mayor

Absent: Meredith Vitarelli, Representative for Superintendent of Schools

Staff: 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.

Adoption of the Agenda

Motion by C. Lange to adopt agenda for the meeting. Seconded by E. Troike

R. Wood noted additions to the agenda:

1. Vice President fill President position: Bylaws Article V Officers Section 3
2. Add: Nomination and Election: Vice President (Section 3) under New Business
Terms of each office will remain in effect until January. (Section 3)
3. Add: A motion to take from the table and place under Postponed Business: Ad Hoc Committee for Capital Expenses for 2024-2026 Report & Ad Hoc Committee for Strategic Plan for 2024-2026 Report
4. Add to the agenda: Postponed Business
5. Add to the agenda: under New Business –
Election of the Vice President, July – December 2023

For the Board's information for motions to be made at the meeting:
 During the committee reports, it is preferable to complete action on a brief, routine report. However, action on involved and time-consuming reports may be completed under Unfinished or New Business.

Motion was carried with the additions to agenda.

Recognition of the Public Present

No public present.

Minutes

Motion by J. Thompson to approve the minutes of the June 2023. Seconded by D. Paul. 5 yes and 2 abstained, E. Troike and J. Garefino
 Motion carried.

Action on Bills

Motion by E. Troike to pay the bills for the month of June 2023 in the amount of \$ 12,884.13. Seconded by D. Paul.
 Motion carried to pay the bills was passed.
 Payment is dependent upon availability of funds.

Financial Report:

Report by Treasurer, C. Lange
 Profit & Loss Budget vs Actual
 Statement for the period June 1 to June 30 2023 was reviewed.
 Total negative income \$ 138,304.30
 Total expenses \$ 162,070.18
 Total (net) negative income: \$ 22,765.88

Motion by C. Lange to receive the Financial Report the Profit and Loss Budget vs Actual until it is audited. Seconded by E. Troike.

Discussion regarding the mil payment from the township is in arrears. At the meeting, J Thompson contacted (emailed) the Mayor and CFO to resolve these issues ASAP. After reasonable time, the Board members, President, Vice President and Treasurer and others if wish will meet with the Mayor and CFO to try to resolve the funding from the township from 2022 and 2023 to the library. Suggested a time line and any supportive materials be provided to the members.

Motion carried.

Payroll Account Journal Report attached to the minutes

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

Director's Report

Monthly Report for June was included in the monthly packet.

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

Committee Reports

Arts and Exhibitions, Chair, R. Wood – The gallery has a new exhibit for July

Budget and Finance, Chair, C Lange –No report

Building and Grounds, Chair, C Lange

The three back doors keep leaking as result of heavy rains. This is ongoing problem that needs to be fixed. C. Lange will look into getting the repairs done as quickly as possible.

Communications, Director -No report

Policy, Chair, J Palladino

Collection Development Policy Update in the July packet.

Personnel, Chair, J Palladino

Ad Hoc Committee Director's Annual Review Report - evaluation tool was emailed to the Board members for completion.

J. Palladino, Chair, J. Garefino, and R. Wood

Ad Hoc Committee for Capital Expenses for 2024-2026 Report & Review

Ad Hoc Committee for Strategic Plan for 2024-2026 Report & Review -

Committee: C. Lange, J. Palladino, E. Troike

Refer to Postponed Business in the agenda motion at the June meeting: Motion by D. Paul to lay on the table the two Ad Hoc Committee reports so the full Board can discuss and vote at a future meeting. Seconded by J. Palladino.

Motion carried.

All committee reports

Motion by D. Paul to accept all the committee reports as presented.

Seconded J. Thompson. Motion carried.

Postponed Business

Motion by D. Paul to take from the table Ad Hoc Committee for Capital Expenses for 2024-2026 Report & Ad Hoc Committee for Strategic Plan for 2024-2026 Report & Review so Board can discuss and vote. Seconded by J. Thompson.
Committee: C. Lange, J. Palladino, E. Troike

E. Troike reviewed the Strategic Plan noting the new goals.

After discussion under Goal 1, 1.2 line will be omitted. Line 4.2 change "and" to "an". so that the sentence makes sense.

J. Garefino asked if the Capital Expenses for 2024-2026 would cover the strategic plan goals. The Committee said that the 3 year plan would.

Motion by J. Thompson to accept the Ad Hoc Committee for Strategic Plan for 2024-2026 Report & Review with the edits and accept Ad Hoc Committee for Capital Expenses for 2024-2026 Report and Adopt Resolution 2023-12 Capital Plan and Reserving Funds. Seconded by C. Lange.

Motion carried.

Resolution 2023-12, included in the July packet, establishing capital expense plan and reserving funds was adopted under the preceding motion.

Unfinished Business

Directors Evaluation for 2022 Forms - Director's Annual Review

J. Palladino, Chair, J. Garefino, and R. Wood

President asked Board members to complete the evaluation and return at the August meeting.

New Business

Nomination and Election for Vice President- July to December 2023

President called for nominations for Vice President.

Nomination: E. Troike for Vice President. No other nominees

Motion by C. Lange to close the nominations. Seconded by J Thompson.

Motion carried.

Motion by C. Lange to accept the nomination of E Troike for Vice President, seconded by J Thompson. Motion carried.

Election: A voice vote taken. E. Troike, was elected by unanimous vote as Vice President.

Collection Development Policy Update

Motion by J. Thompson to accept the updated policy. Seconded by D. Paul. There was discussion to which the word "disposed of" was added in the line regarding any materials donated.

Motion carried.

Youth Services PT Librarian

Motion by J. Thompson to approve advertising for the new position at \$22 per hour for 20-25 hours per week. Seconded by R. Wood.

Motion carried.

President Palladino asked for a volunteer who would serve as a signer (the third signature) on the checks if needed. D. Paul volunteer

Board Continuing Education Units for 2023

By Laws for WTPL Board of Trustees Article IV Section 1.16. Board members must receive 7 hours of CEU for 2023.

March, New Trustees Meeting,

E. Troike 1.5

J. Garefino. 1.5

May, Trustees Q & A Meeting

J. Garefino - 1

Total CEU: 4

Announcements:

None

Adjournment

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

President Palladino adjourned the meeting at 8:50 pm.

Next meeting August 14, 2023

Rita T Wood
Secretary