

Waterford Township Public Library
Board of Trustees
Minutes
May 13, 2024 meeting

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

Roll Call: Present:

Jennifer Garefino
Carl Lange
Joseph Palladino
Ed Troike
Joel Thompson, Representative for Township Mayor
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 E. Troike, to adopt the agenda for the meeting
Seconded by J. Thompson, Motion was carried

Recognition of the Public Present: (None)

Minutes

Motion by C. Lange, to approve the minutes of the April Meeting 2024.
Seconded by E. Troike, Motion carried.

Financial Report—Operating Journal --Bill Payment Report

Report by Treasurer, C Lange

Motion by C. Lange to pay the bills for the month of April 2024 in the amount of \$ 16,127.48. Seconded by E. Troike.

Motion carried to pay the bills was passed.

Payment is dependent upon availability of funds.

Financial Report: Profit & Loss Budget Performance / Budget

Bookkeeper Francine Richman, H & S Business Partners

Report by Treasurer, C. Lange
Profit & Loss Budget Performance

Motion by C. Lange to receive the Financial Report the Profit and Loss Budget Performance for March, 2024 until it is audited.

Seconded by E. Troike

Statement for the April 2024 was reviewed.

Income \$ 38,288.86

Expenses \$26,792.68

Net Income \$ 11,496.18

All reports financial reports provided by the bookkeeper are attached to the minutes. Motion to receive the Profit & Loss Budget Report carried.

Question asked if the Township was current on payments. Answered by Director that they are current on payments.

Financial Report --Payroll Account Report attached to the minutes

Audit: Three financial reports are attached to the minutes and are filed for annual audit.

Director's Report

Weekly Reports for April were included in the monthly packet.

Motion by E. Troike, to accept the Director's weekly /monthly reports.

Seconded by J. Thompson, Motion carried.

President's Report

Board of Trustees Members: two positions that will need to be filled by the Township Mayor. Unfilled term of the board member who resigned and the vacancy that will occur in July.

Carl Lange's last meeting will be in June so a Treasurer will be needed.

Meredith Vitarelli is resigning from her position at the school so her last meeting is this month. School Superintendent will be appointing another representative. M. Vitarelli expressed interest in being a Township appointed member.

Committee Reports

Arts and Exhibitions, Chair, R. Wood – The gallery has a new exhibit for the May, -
Hammonton Middle School, Artists: Art Students

Display Showcase: Custom Made Sunko Pops by Ms. Kennedy

Budget and Finance, Chair, C. Lange - (same as finance report)

Communications, Director – (new library card applications show the increase in membership)

Policy, Chair, E. Troike - (nothing to report)

Personnel, Chair E. Troike - (nothing to report)

Ad Hoc Committee on Strategic Plan – there is an issue with getting people together to discuss moving forward with the Plan

Motion by C. Lange, to accept all the committee reports as presented. Seconded J. Thompson. Motion carried.

Unfinished business

Library Director as signer on checks and bank account

Follow-up from April meeting: Board recommended the Director follow-up with Library Attorney to determine if guidelines have been established for this. Director would prefer a board member be the third signer of checks and only in emergency would she sign checks.

Attorney said there would be no issue with the Director being a signer. Director should not sign checks to herself. Will do signatures altogether after the June or July meeting.

PERS Update

D. Patterson, Township attorney, responded – Township not pressing for past years payments but the invoice for the end of 2023 is still open and there has been no bill for 2024 given to the Library.

New Business

Puzzles

Started circulating puzzles from 300-2000 pieces. Checkout parameters discussed.

Asked about Hoopla (streaming service) and if that can be priced out by the Director.

Board of Trustees Continuing Education Units for 2024

By Laws for WTPL Board of Trustees Article IV Section 1.16. Board members must receive 7 hours of CEU for 2024.

Community-Focused Strategic Planning for Community Transformation

J. Garefino 4.5 CEU

E. Troike 1.5 CEU

Announcements: (None)

Adjournment

Motion by C. Lange, to adjourn the meeting. Seconded E. Troike, Motion carried. President Palladino adjourned the meeting at 7:47pm.

Next meeting: June 10, 2024

Jen Garefino
Secretary Pro Tem