

WEST DEPTFORD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Monday, April 26, 2021
MINUTES

- A. Call to Order—Open Public Meetings Act at 7:05 pm
- B. Roll Call
 - Present in person: Terri Wallowitch, Francis Ferry, Lauren Sedberry, Carolyn Wood
 - Present by telephone: Stacy Reid
 - Absent: Jennifer Gilman
- C. Review of Minutes from Previous Meetings – Mar 22, 2021 Meeting Minutes: Francis Ferry moved to approve; seconded by Lauren Sedberry. All trustees in attendance were in agreement. Motion passed.
- D. Treasurer’s Report— Terri Wallowitch moved to approve payment of the bills in the amount of \$19,226.75; seconded by Stacy Reid. All in favor. Motion passed.
- E. Director’s Report was distributed to the trustees via email for review. No issues were raised.
- F. Friends of the Library Report was distributed to the trustees via email for review. No issues were raised.
- G. Committee Reports—none
- H. Communications
 - a. A letter was received from Mr. Jeff Faridy that enclosed a 1986 newspaper article about the groundbreaking for the current library building.
 - b. A contribution of \$100.00 was received from the Women’s Club of West Deptford in acknowledgement of the services to the community by the library and its staff during the pandemic.
- I. Old Business
 - a. 2021 Budget—to be discussed in detail at the May board meeting.
 - b. NJ Library Construction Bond Act, Exhibit A, Resolution 1, discussed, amended, and approved after motion by Francis Ferry and second by Stacy Reid. All were in favor. Motion passed.
 - c. PSE&G Energy Savings Plan – Email correspondence with the township Chief Financial Officer was reviewed. His view is that these \$888.32 Energy Efficiency Program monthly charges have been and will continue to be recouped by the library through lower ongoing monthly energy usage and costs. Lauren Sedberry, as the township mayor’s

board trustee, agreed with this assessment. Other board members present also agreed, but wanted more detail. The monthly charge will be paid by the library at present. Motion made in this regard by Francis Ferry, seconded by Terri Wallowitch, and approved by all board members present. The motion passed. The library director and Francis Ferry, representing the board, will meet briefly with the Chief Financial Officer to obtain additional detail to report back to the full board.

- d. Solicitor—Mr. Joseph Slachetka of the law firm Hoffman DiMuzio will be offered this position at an hourly rate of \$150.00 with no retainer or flat fee, as per that firm's correspondence to the board. Motion to approve was made by Terri Wallowitch and seconded by Francis Ferry. All trustees in attendance approved. Motion passed.
- e. Auditor—This position will be provisionally offered to the accounting firm of Ball Buckley Seher, based upon the firm's correspondence to the board with an estimated cost of \$6,500 for this annual audit, to include the cost of preparing IRS form 990. The library director may confirm this appointment if needed additional detail is provided on the next business day. The accounting firm of Holman Frenia Allison is the alternate choice, should Ball Buckley Seher be unable to meet these further requirements. Other accounting firms declined due to the Registered Municipal Auditor and other requirements. The motion was made by Francis Ferry and seconded by Terri Wallowitch. All trustees in attendance approved. The motion passed.

J. New Business – Personnel

- a. Applications and resumes of three applicants for positions as substitute library assistants were reviewed. Hiring was recommended by the library director at a wage of \$12.00 per hour. Motion to approve made by Terri Wallowitch and seconded by Francis Ferry. All were in favor. Motion passed.
- b. The resignation/retirement of Mary Cutrufello was accepted.

K. Public Portion—None

L. Announcements

- a. Carolyn Wood reviewed the library's upcoming concert schedule.
- b. Next meeting May 17, 2021, at 7pm.

M. Adjournment—Motion made by Francis Ferry; seconded by Stacy Reid. All in favor. Meeting adjourned at 8:03 pm.