

WEST DEPTFORD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Monday, May 23, 2022

Open Public Meetings Act: Pursuant to the New Jersey Open Public Meetings Act, notice of this meeting has been given 48 hours or longer in advance to the South Jersey Times newspaper, offices in Mullica Hill, New Jersey, and the Courier-Post newspaper, offices in Cherry Hill, New Jersey. Also 48 hours or longer in advance, notice of this meeting has been posted on the West Deptford Free Public Library website, has been posted on the front door of the West Deptford Free Public Library and has been filed with the West Deptford Township Clerk. The public may participate in this meeting only during the public portion, which takes place near the end of the meeting. To be recognized to speak, members of the public must raise a hand. Upon recognition by the Chair, an individual must give name and address in an audible tone and will have five (5) minutes to make a statement.

A. Call to Order—at 7:02 pm in the library meeting room

B. Roll Call

- a. Present in person: Francis Ferry, Terri Wallowitch, Stacy Reid, Joanne Miller, Bonnie Dawson, Carolyn Wood
- b. Present *via* Zoom: Lauren Sedberry
- c. Absent: Jennifer Henson

C. Review of Minutes from Previous Meeting— April 25, 2022

- a. Bonnie Dawson moved to approve;
- b. Seconded by Terri Wallowitch
- c. Abstain: Stacy Reid
- d. All trustees in attendance last month were in agreement. Motion passed.

D. Treasurer's Report

- a. Stacy Reid moved to approve payment of the bills in the amount of \$15,556.91.
- b. Seconded by Terri Wallowitch.
- c. All in favor. Motion passed.

E. Director's Report was distributed to the trustees via email for review.

- a. No issues were raised.
- b. Comic Book Day was a tremendous success and was enjoyed by all ages.
- c. Proctoring: Inquiries about providing this service, which can be performed by a Notary Public or librarian. Looking into fee schedule.

F. Friends of the Library Report: The Friends did not have a quorum at their April 2022 meeting, therefore, there are no minutes to report.

G. Report of the President of the Board of Trustees

- a. The next Trustee Check-in is scheduled for 5/26/22. The link is in the President's report
- b. The New Jersey Cash Management Fund was discussed. Some of the library's funds are held here. Information regarding the fund can be found on NJ Treasury's website (Division of Investment)
- c. The library's by-laws and constitution were reviewed. Discussion included updating the Board of Trustees monthly meeting time, annual review of by-laws, and changing the number of trustees from "5 to 7" to "5" due to challenges in appointing and maintaining a level of five trustees.

H. Committee Reports—none

I. Communications—Discussed email correspondence with the State regarding the NJ Cash Management Fund.

J. Old Business

- a. Morgan Stanley Discussion—Discussed investment options, cash funds, and availability of cash funds when needed
- b. 2022 Budget—The Township approved \$834,606.00 in its budget for library operations. The Board discussed maintaining current library hours of operation and other expected expenditures for 2022.
- c. Sarah Crispi 2022 Scholarship—recipients were selected by the Director and library staff members and the awards were sent to WDHS

K. New Business

- a. Personnel Discussion and Action Items—Due to the nature of some of the items up for discussion, at 7:49 pm, Terri Wallowitch moved that The Board go into closed session.

Motion was seconded by Stacy Reid.

L. Public Portion—None

M. Announcements—None

N. Adjournment—

- a. Motion made by Stacy Reid.
- b. Seconded by Bonnie Dawson.
- c. All in favor. Meeting adjourned at 8:45 pm.