

WEST DEPTFORD FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
Monday, June 27, 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 7:08 pm
- B. Roll Call
  - a. Present in person: Jennifer Henson, Joanne Miller, Francis Ferry, Carolyn Wood, Bonnie Dawson, Terri Wallowitch
  - b. Present by telephone/Zoom: Stacy Reid
  - c. Absent: Lauren Sedberry
- C. Review of Minutes from Previous Meetings – May 23, 2022
  - a. Bonnie Dawson moved to approve.
  - b. Seconded by Joanne Miller.
  - c. Abstain: Jennifer Henson
  - d. All trustees in attendance last month were in agreement. Motion passed.
- D. Treasurer's Report
  - a. Terri Wallowitch moved to approve payment of the bills in the amount of \$27,170.91.
  - b. Seconded by Jennifer Henson.
  - c. All in favor. Motion passed.
- E. Director's Report was distributed to the trustees via email for review.
  - a. Summer kickoff for reading programs were well attended!
  - b. No issues were raised.
- F. Friends of the Library Report (May 18, 2022) was distributed to the trustees via email for review.
  - a. The signs look really nice, thank you to our Friends of the Library!
- G. Report of the President of the Board of Trustees
  - a. Carolyn, Dottie, and Dr. Ferry met with representatives from the NJ State Library to discuss long-range, strategic planning and determine benchmarks and timelines that will shape the WDFPL's future.
    - i. Review Strategic Planning Slipsheet prior to the next meeting.
    - ii. Committee formed with community members and BoT members to meet quarterly and discuss long-range planning
  - b. Dr. Ferry shared that Director and Board Officers are covered under WDFPL

insurance.

H. Committee Reports

I. Communications

- a. Mr. Fisher's estate
- b. Tina Schiavo sent a thank you note to WDFPL for her exhibit and gave a generous donation to the WDFPL.
- c. Dr. Gismondi sent a thank you letter to the WDFPL for the awards given to students.
- d. Newark Library
  - i. Shared information re: Reference Services for libraries.
  - ii. Staff at all NJ libraries are invited to call the Newark Public Library for assistance for their customers.

J. Old Business

- a. Personnel - Discussion and Action Items
  - i. Budget Motion: We will give a 3% wage increase, retroactive to January 1, 2022, for all staff, full-time and part-time, except staff who were increased to \$13/hour due to the state's minimum wage.
    1. Joanne Miller moved to approve.
    2. Terri Wallowitch moved to approve.
    3. All in favor.
- b. Accounts
  - i. Morgan Stanley
    1. Reviewed current statement and WDFPL consolidated summary
    2. Discussed use of increments over principal
  - ii. WDFPL NJ State Account
    1. Reviewed current portfolio summary

K. New Business

- a. Personnel
  - i. Resignation discussed
  - ii. Position posted
- b. Need to update the WDFPL Constitution and Bylaws
  - i. Terri Wallowitch moved to approve.
  - ii. Joanne Miller seconded it.
  - iii. All in favor.

L. Public Portion—None

M. Announcements

- a. Continue to be drainage issue

N. Adjournment

- a. Motion made by Jennifer Henson.
- b. Seconded by Joanne Miller.
- c. All in favor. Meeting adjourned at 7:53 pm.