



426 CROWN POINT ROAD, WEST DEPTFORD, NJ 08066-2126  
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**BOARD OF TRUSTEES MEETING**  
**Monday, August 23, 2021, 7:00 PM**  
**MINUTES**

- A. Call to Order - Open Public Meetings Act at 7:11 pm
- B. Roll Call
  - a. Present in person: Jennifer Gilman, Stacy Reid, Terri Wallowitch, Francis Ferry, Lauren Sedberry, Diane Maher
  - b. Present by telephone: None
  - c. Absent: Carolyn Wood
- C. Review of Minutes from Previous Meetings - Action Item to Approve
  - a. Review of Minutes from Previous Meetings – May 17
    - i. Francis Ferry moved to approve;
    - ii. Seconded by Terri Wallowitch.
    - iii. All trustees in attendance were in agreement. Motion passed.
  - b. Review of Minutes from Previous Meetings – June 28
    - i. Francis Ferry moved to approve;
    - ii. Seconded by Terri Wallowitch.
    - iii. All trustees in attendance were in agreement. Motion passed.
  - c. Review of Minutes from Previous Meetings – August 2
    - i. Francis Ferry moved to approve;
    - ii. Seconded by Jennifer Gilman
    - iii. All trustees in attendance were in agreement. Motion passed.
- D. Treasurer's Report and Resolutions on Transfer of Funds
  - a. Treasurer's Report—
    - i. Stacy Reid moved to approve payment of the bills in the amount of \$10,233.64
    - ii. Seconded by Francis Ferry.
    - iii. All in favor. Motion passed.
- E. Director's Report
  - a. Director's Report was distributed to the trustees via email for review. No issues were raised.
- F. Friends of the Library Report – none
- G. Report of the President of the Board of Trustees
  - a. Township contacted the BoT President with an issue that the BoT President will follow up on.
  - b. Salary guide discussion

- i. Dr. Ferry moved to table this action item until next meeting when Carolyn Wood was present.
- ii. Seconded by Jennifer Gilman.
- iii. All in favor. Motion passed.

H. Committee Reports

I. Communications

J. Old Business

a. Personnel – Discussion and Action Item

- i. Terri Wallowitch moved to approve going into closed session;
- ii. Seconded by Stacey Reid.
- iii. All in favor. Motion passed.
- iv. The 3 positions discussed in closed session:
  - 1. Reference Services Librarian
    - a. Currently is FT position.
    - b. Dr. Ferry moved to ratify the FT Reference Services Librarian to PT Reference Services Librarian per Director's Recommendation
    - c. Seconded by Jennifer Gilman.
    - d. All in favor. Motion passed.
  - 2. PT Children's Services Library Assistant
  - 3. FT Library Assistant Information
  - 4. No position was approved due to lack of information
- v. Terri Wallowitch moved to leave closed session;
- vi. Seconded by Dr. Ferry.
- vii. All in favor. Motion passed.
- viii. By the next BoT Meeting, the Library Director needs to provide the WDFPL BoT with:
  - 1. a list of all current positions held in the WDFPL
    - a. specify whether each position is PT or FT
  - 2. a list of all vacant positions in the WDFPL
  - 3. list of what the director wants all the salary ranges to be
    - a. provide salary ranges with justifications
  - 4. any new positions need to have a thorough job description written to be presented for approval by the BoT

b. WDFPL Staff in Service Day for September 15, 2021 – Action Item

- i. Library Staff to close the library so they can have their In Service Meeting with the approved agenda.
- ii. Terri Wallowitch moved to approve;
- iii. Seconded by Stacey Reid.
- iv. All in favor. Motion passed.

c. WDFPL Board Member Vacancies

- i. Diane shared that there was someone interested in being a WDFPL board member.

d. NJLTA: Dr. Ferry shared, per Michael Cerone, the announcements that

we will need to be read at the beginning of each meeting and included in the minutes at each meeting.

- i. Sample Announcement: "Pursuant to the Open Public Meetings Act, notice of the meeting has been given...to...posted on the WDPL website, posted on the front door of the...and filed with the West Deptford Clerk."
  - ii. Terri moves to tailor the meeting announcements pursuant to the Open Public Meetings Act. Dr. Ferry will write it and we will approve it at the next meeting.
  - iii. Terri Wallowitch moved to approve;
  - iv. Seconded by Stacey Reid.
  - v. All in favor. Motion passed.
- e. COVID-19 Pandemic Library Service protocol
- i. A new webpage will be shared with WDFPL in the next week.
  - ii. Sanitizer stand in the Children's area needs to be replaced.
  - iii. Staff is continuing to utilize cleaning procedures.
  - iv. Masks are still optional.
    1. Township is now requiring masks.
    2. Schools are now requiring masks.
  - v. The protocol will be shared with the WDFPL BoT by the next meeting.

K. New Business

- a. West Deptford Day, Saturday, September 18, 2021
- b. WDFPL planning to have a table. COVID restrictions will determine next steps.

L. Public Portion - none

M. Announcements - none

N. Adjournment

- a. Motion made by Dr. Ferry
- a. Seconded by Terri Wallowitch
- b. All in favor. Meeting adjourned at 8:18 pm.