

WEST DEPTFORD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 27, 2021
MINUTES

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 7:06 pm

B. Roll Call

- a. Present in person: Jennifer Gilman, Stacy Reid, Terri Wallowitch, Lauren Sedberry, Carolyn Wood
- b. Present by telephone: none
- c. Absent: Francis Ferry

Names:

C. Presentation

- a. Earl Crockett, Financial Advisor, Morgan Stanley (Branch: 303 Lippincott Drive, Suite 300, Marlton, NJ 08053)
- b. Review of WD Free Public Library Accounts at Morgan Stanley

D. Review of Minutes from Previous Meetings – 8/23/2021

- a. Terri Wallowitch moved to approve;
- b. Seconded by Jenn Gilman.
- c. All trustees in attendance were in agreement. Motion passed.

E. Treasurer's Report—

- a. Motion to revise the bills from August 23, 2021 in \$10,233.64 to \$10,057.22 (due to reissue of Demco check in amount of \$176.42)
- b. Stacy Reid moved to approve payment of the September bills in the amount of \$25,931.70
- c. Seconded by Jenn Gilman.
- d. All in favor. Motion passed.

F. Director's Report was distributed to the trustees via email for review. No issues were raised.

G. Friends of the Library Report was distributed to the trustees via email for review. No issues were raised.

- a. Refurbish sign

H. Committee Reports—none

I. Communications

- a. Township Vaccination Protocol
- b. Incident Report
- c. Patron sent email to Senator Sweeney regarding the kind employees at WDFPL and Senator, in turn, sent a kind letter to WDFPL

J. Old Business

- a. Personnel discussion and action item: Terri Wallowitch moved to approve the Reference Librarian PT Position to be offered to the candidate at a rate of \$25.52/hour, up to 25 hours/week.
 - i. This position was created by splitting the previously held Reference Librarian FT position into 2 parts.
 - ii. The second part will be recruited at a later date.
 - iii. Seconded by Stacy Reid.
 - iv. All in favor. Motion passed.
- b. Personnel discussion and action item: Terri Wallowitch moved to approve the FT Information Library Assistant Position to be offered to the candidate at a rate of \$17.26/hour.
 - i. Seconded by Stacy Reid.
 - ii. All in favor. Motion passed
- c. WDFPL Board Member Vacancies
- d. COVID-19 Pandemic Library Service policy and protocol
 - i. Stay open til 3pm on Sundays instead of 1 pm
 - ii. Agreed to continue remainder of hours as is

K. New Business

- a. 2022 Calendar of Library Closings and Board Meetings - discussion and action item

L. Public Portion—None

M. Announcements

N. Adjournment

- a. Motion made by Jenn Gilman.
- b. Seconded by Lauren Sedberry.
- c. All in favor. Meeting adjourned at 9:03 pm.