

WEST DEPTFORD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 25, 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- Open Public Meetings Act at 7:02pm
- B. Roll Call
 - Present in person: Terri Wallowitch, Dr. Francis Ferry, Lauren Sedberry, Carolyn Wood, Stacy Reid.
 - Present by telephone: None
 - Absent: Jennifer Gilman
 - Karen Boucher present to swear in and notarize form for new board member, Bonita "Bonnie" Dawson.
- C. Review of minutes from September 27, 2021 meeting
 - Table the approval of the minutes from September meeting, Dr. Ferry was not present.
- D. Treasurer's Report
 - Stacy Reid moved to approve payment of the bills totaling \$22,019.27. Terri Wallowitch second. All in favor. Motion passed.
- E. Director's Report
 - There have been request to open at 9am by a half a dozen residents. Carolyn explained that we have never opened that early before. We are leaving the hours as is for now but talked about doing a survey in the future if needed.
- F. President's Report
 - None
- G. Friends of the Library Report
 - None
- H. Committees Report
 - None
- I. Communication
 - a. Access Navigators program, WDFPL was chosen through the state.
 - This program will provide assistance to residents seeking employment, job training, etc. We will have an Access Navigator representative at the library each week until 9/30/2022. More information to come.
 - b. Resignation letter from an employee, last day will be Friday, November 19, 2021.

- c. Approval for 2022 holiday calendar.
 - The library is adding Juneteenth to their holiday calendar for 2022. Carolyn is following up with Jill Magill, Deputy Clerk, to confirm the date they are observing the holiday. We spoke about following the Township's holiday schedule for this day. Dr. Ferry moved to accept the holiday calendar for next year with the date for Juneteenth being observed. Stacy Reid second. All in favor. Motion passed.
- J. Old Business
 - a. Mold concerns
 - Serv Pro came out 10/8-10/20/21 and suggested we clean ducts again. HVAC and roof need to be replaced. We are waiting for the status of the grant Carolyn applied for, as of 10/8/21 the grant application is still in process.
 - b. Terry moved to go into closed session to discuss personnel, Dr. Ferry second. All in favor. Motion passed. Closed session.
 - c. Terry moved to come out of closed session, Dr. Ferry second. All in favor. Motion passed. Closed session completed.
 - d. Terry Wallowitch moved to offer the position of Library Assistant in Children's Department at \$12.24 to a candidate. Dr. Ferry second. All in favor. Motion passed.
 - e. Dr. Ferry moved to offer the position of Information Library Assistant of \$13.09 to another candidate since the first candidate denied the offer. Stacy Reid second. All in favor. Motion passed.
- K. New Business
 - a. Covid 19 Pandemic Summer 2021 Library Services.
 - Carolyn Wood went over opening up the meeting room again. We discussed the responsibilities of the residents who are using the room, they would need to clean up after themselves. Stacy Reid suggested putting a clear white board check list that the residents would check as they completed what needed to be done.
 - b. Terry Wallowitch moved to form a committee to look into salaries and steps. Also, to look over the impact of the new minimum wage. Stacy Reid second. All in favor. Motion passed.
- L. Public Portion
 - None.
- M. Announcements
 - None.
- N. Adjournment
 - Terry Wallowitch moved to adjourn the meeting. Dr. Ferry second. All in Favor. Meeting adjourned at 8:21pm.

Items to discuss at next meeting

- a. Committee to review and replace steps for employment
- b. Documentation for injury in library