

WEST DEPTFORD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 22, 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 7:03 pm
- B. Roll Call
 - a. Present in person: Jennifer Gilman, Stacy Reid, Terri Wallowitch, Francis Ferry, Lauren Sedberry, Carolyn Wood, Bonnie Dawson
 - b. Present by telephone: none
 - c. Absent: none
- C. Review of Minutes from Previous Meetings – 10-25-2021
 - a. Not at this time
 - b. Move to approve at next meeting
- D. Review of Minutes from Previous Meetings – 09-27-2021
 - a. Terri Wallowitch moved to approve;
 - b. Seconded by Stacy Reid.
 - c. All trustees in attendance were in agreement. Motion passed.
- E. Presentation: Audit Report
- F. Treasurer's Report
 - a. Stacy Reid moved to approve payment of the bills in the amount of \$27,285.57.
 - b. Seconded by Dr. Ferry.
 - c. All in favor. Motion passed.
- G. Director's Report was distributed to the trustees via email for review. No issues were raised.
- H. Friends of the Library Report was distributed to the trustees via email for review. No issues were raised.
- I. Committee Reports
 - a. Form a salary subcommittee: Jenn Gilman, Lauren Sedberry, Bonnie Dawson (Stacy Reid: alternate)
 - b. First salary subcommittee meeting will be held at 6:30 pm on December 13, 2021.
- J. Communications
 - a. Move by Terri Wallowitch to change December board meeting from December 20, 2021 to December 13, 2021

- b. Seconded by Dr. Ferry.
- K. Trustee Board Training: Dr. Ferry shared his experiences and notes on the last training.
- L. Old Business
 - a. Personnel – Discussion
 - i. Terri Wallowitch moved to approve going into closed session;
 - ii. Seconded by Stacey Reid.
 - iii. All in favor. Motion passed.
 - b. Personnel – Action Item: Make an offer to a candidate for the position of Library Assistant of Information for \$13.09/hour and 35 hours/week
 - i. Terri Wallowitch moved to approve going into closed session;
 - ii. Seconded by Dr. Ferry.
 - iii. All in favor. Motion passed.
 - c. 2022 Budget
 - i. Review of 2021 Annual Operations YTD
 - ii. Proposed 2022 WDFPL Budget
 - d. Board Member Vacancy: 1 member position open
 - e. COVID-19 Pandemic Library Service Policy and Protocol - Reviewed
- M. New Business
 - a. Salary Subcommittee
- N. Public Portion—None
- O. Announcements
- P. Adjournment
 - a. Motion made by Terri Wallowitch.
 - b. Seconded by Dr. Ferry.
 - c. All in favor. Meeting adjourned at 8:22 pm.