



420 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086-2124  
856/845-5593 FAX 856/848-3689

**BOARD OF TRUSTEES MEETING  
Monday, August 24, 2020 7:00 PM  
MINUTES**

**Call to Order** - Open Public Meetings Act at 7:05pm

**Roll Call**- Present-, Karen Hink, Lauren Sedberry, Stacy Reid and Terri Wallowitch.  
Absent : Camille Gaines, Kim Agren, Jennifer Gillman

**Review of Minutes from Previous Meeting** – A motion was made by Karen Hink to accept June 22, 2020 meeting minutes, with a second by Terri Wallowitch in which in all members present for meeting were in favor. Roll call vote 4- yes, 0-no  
July Meeting minutes will be approved next month due to lack of members present at that said meeting.

**Treasurer's Report** -A motion was made by Stacy Reid with a second by Karen Hink to pay the bills in the amount of \$20901.75. Roll Call vote 4-yes 0-no; motion carries in the affirmative.

**Director's Report**- See Report

**Friends of the Library Report**- See Report

**Report of the President of the Board of Trustees**- Nothing to report.

**Committee Reports**- None

**Correspondence**- The Board received the Resignation letter of Library Staff Member Carmela Joann Liggio.

**Old Business**

1. **Personnel** – The Board accepted the resignation of Carmela Joann Liggio. The decision to replace the staff member will be discussed after the Library is reopened to the public and staffing needs are evaluated.
2. **Budget**- The budget was reviewed and will be discussed the Director. The Board agreed on an emergency meeting to approve if necessary.
3. **NJ Construction Bond Act**- Bond Act decisions are delayed 2 Months.

4. **Covid-19 Pandemic Library Service-** Curbside pickup and virtual services continue and are going very well. Take and Make Children's Projects for Summer have been distributed curbside as well.

**New Business-**

1. **NJ Library COVID-19 Cleaning and Disinfecting Procedure.**

Cleaning and disinfection is being done following state guidelines, signage has been added and currently waiting on Plexiglas.

Carpets have been deep cleaned, a Custodial service has been secured and the building is currently being cleaned on M-W-F.

The Library Staff has secured PPE and Sanitizing items.

WDFPL Staff have Drafted Policy and Procedure for COVID-19 Cleaning and Disinfecting the Library when reopened.

2. **Approve WDFPL COVID-19 Staff In Service Day-** The Library has requested two In service date for staff training on COVID-19 guidelines/cleaning when library is open to the public. A motion was made by Terri Wallowitch and second by Stacy Reid to approved the Library to schedule two (2) in service days for all staff to be adequately trained prior to opening. All in favor. Motion is approved.
3. Reopening strategies were discussed related to limited computer usage and monitoring of number of patrons in the building. Library Director and staff are working on guidelines in accordance with NJ State Library and Governor Murphy's directives for Libraries.
4. Atrium of Library has an infestation of Bag Worms. The overflow area of the Side (Water) Garden is significantly overgrown to the point of obscuring the windows. Guidance will be sought from the Township Department of Building and Grounds.

**Public Portion- None**

**Announcements- None**

**Adjournment-** With a motion made by Terri Wallowitch with a second by Karen Hink to Adjourn the meeting at 8:17 pm. All in favor. The meeting is adjourned.

Minutes were scribed by Karen Hink in the absence of Camille Gaines.