

WASHINGTON TOWNSHIP FREE PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes for the meeting of November 2, 2021

Library Board President Kathy McGroarty called the regular meeting (in hybrid format) of Tuesday, November 2, 2021 to order at 7:07 p.m. Meeting is in compliance with the Open Public Meetings Act.

Trustees present: Patricia McCarty, Mary Grant, Vince Grayson, Leah Kacicz, Janet Ark, Ed Carpenito and Kathy McGroarty.

Trustees absent: Eileen Jankunis and Bill Roehrich.

Staff present: Jackie Zuzzi, Library Director

Minutes: Motion to approve the minutes from the meeting of October 5, 2021 was made by Ed Carpenito and seconded by Vince Grayson. Motion passed.

Correspondence: Jackie shared letter of resignation from Will Haggis, Adult Services Programming Librarian effective 11/19/21. The annual state aid check arrived along with donations from various patrons and community groups. Jackie shared the Nisivoccia Auditor's Letter to Board and also an article in the *Observer Tribune* regarding the Lifetime Learning series.

Open to the Public.

Meeting was open to the public. No public present. Meeting was closed to the public.

Treasurer's Report

Mary Grant presented the treasurer's report for November 2021 and the budget balance is \$219,625.92. Motion was made to accept the treasurer's report by Ed Carpenito and seconded by Janet Ark. Motion passed.

Bill Approval

Bills to be paid were presented. Motion was made to approve bill payment for the monthly bills by Janet Ark and seconded by Ed Carpenito. Motion passed unanimously with "aye" votes from the following: Vince Grayson, Pat McCarty, Mary Grant, Janet Ark, Leah Kacicz, Ed Carpenito, Vince Grayson and Kathy McGroarty. Motion passed.

Director's Report:

The new Library Assistant's background check has been completed and she being trained in the position.

The library is at the forefront of MAIN's new initiatives. We are beta testing Aspen, which integrates the library's collection with e-content and other third-party providers, which gives patrons comprehensive access to all of a library's materials. The staff have all completely

switched over to having their own individual logins to the Leap ILS system. We have also been selected to test the BTCAT cataloging utility, which assists with cataloging. MAIN will be notified of updated bibliographic records that they can overlay in the system when the orders we place with Baker & Taylor ship. We are also continuing to streamline the processes of linking and processing and making the collection more patron friendly with updated call numbers to better reflect subjects and multiple authors.

Three of the staff (Jessica Stauffer, Amanda Ort and Jackie) attended a workshop at the Chester Public Library entitled *Designing for the Future: The Post Pandemic Library*. As its name implies, this was an interactive workshop focused on how social and behavioral changes from the pandemic affect the design and operation of libraries and how to adapt your space and your staff to the needs of the post-pandemic patron. It was presented by NYU professor and space planning expert David Vinjamuri and architect Joe Huberty. This was their first in-person presentation post-pandemic and the pair have published and have worked with multiple libraries. We came out of this presentation full of ideas and inspiration and will be working as a team with the existing floor plan on potential changes, that can benefit both the patrons and the staff.

Adult programming for November includes the final Lifetime Learning series – *Soar with the Birds*. Sal Prisco will be back with a *Da Vinci Update* to his Lifetime Learning series, Birth Order and Innovative Lives. Also, this month will be a *Rare Coin Appraisal* and *The Notorious RBG: The Life and Times of Ruth Bader Ginsburg*, presented by the NY Historical Society and sponsored by the Friends.

The Youth Services Department is back visiting the preschools. Both St. Luke's and Long Valley Christian Nursery School have allowed Miss Amanda back for storytime visits. Highlights this month include the annual *Feastival*, which includes food, stories and crafts for the Thanksgiving holiday. Also, this month the Liberty Science Center is holding a virtual presentation – Wonders of the Night Sky. The teens are holding their first *Graphic Novel Book Club* this month, this is in addition to their monthly writing group and book club.

For National Friends of the Library Week, the Friends of the Library held a membership drive last month.

Committee Reports: None.

New Business: Mary Grant made a motion to go into closed session regarding a personnel matter. Ed Carpenito seconded. Motion passed. Janet Ark made a motion to come out of closed session. Mary Grant seconded. Motion passed.

Ed Carpenito made a motion to approve the 2022 Holiday Schedule. Mary Grant seconded. Motion passed. Mary Grant made a motion to approve the Shared Services Agreement. Janet Ark seconded. Motion passed.

Unfinished Business: Kathy McGroarty met with Jackie to discuss her director's evaluations. The board is pleased with Jackie's performance. Kathy would like a committee to get together to revise the director's evaluation performance requirements for next year's evaluation. Ed

Carpenito made a motion to approve the 2020 Audit. Seconded by Mary Grant. Motion passed unanimously with “aye” votes from the following: Vince Grayson, Pat McCarty, Mary Grant, Janet Ark, Leah Kacicz, Ed Carpenito, Vince Grayson and Kathy McGroarty.

The motion is amended to say we are only taking corrective action on finding 2002-004.1. Ed Carpenito made a motion to approve the 2020 Transfer of Funds form. Mary Grant seconded. Motion passed. Jackie mentioned that she is interested in acquiring a procurement card for the library and she will look into this through Fulton Bank and Valley Bank.

Motion to adjourn meeting at 8:13 pm made by Mary Grant and seconded by Ed Carpenito. Motion passed.