

ROCKAWAY BOROUGH FREE PUBLIC LIBRARY

Final Minutes

Board of Trustees Meeting

January 15, 2020

MEETING CALLED TO ORDER: 7:34 p.m.

NOTICE OF EMERGENCY EXITS ANNOUNCED: Yes

ATTENDANCE: Director Edna Puleo, Judy O'Hara, Henry Wagner, Melissa Burnside, Phyllis Alpaugh and Jean Swanick

ABSENT: Marybeth Ramsay and Linda Kanapaux

PUBLIC PORTION OF MEETING: None

MINUTES: Motion made by to approve the minutes from the meeting of 12/18 by Judy O'Hara and seconded by Phyllis Alpaugh

TREASURER'S REPORT: Number of checks signed; 6 from Operating account. Surplus check received today and deposited into capital. Snow removal will continue via the town. Motion made by Judy O'Hara to approve the Treasurer's Report and seconded by Phyllis Alpaugh. Auditing will probably occur in the summer.

DIRECTOR'S REPORT: Bringing back some teen programs and numbers on other activities have increased. Waiting on quotes for lighting replacement from multiple vendors. Anticipating this to be a February project. No upcoming events for Friends at this time. Motion to approve by Judy O'Hara and Phyllis Alpaugh.

COMMUNICATIONS: Thank you card received from Edna.

POLICIES AND PROCEDURES: Planning to update all job descriptions in February.

Entered closed session at 7:59 p.m. for personnel matters. 5% merit requested instead of the 2% for one staff member. Job outline presented by Edna, recommendation based on those above and beyond tasks that staff member performs. Would then be \$16.58/hr. at 25 hrs/wk. Remainder of \$15 min. wage coming in 2024. Motion at 8:05 to go back into open session by Judy O'Hara and seconded by Melissa Burnside. Unanimous vote of approval of merit raise.

NEW BUSINESS: M.A.I.N membership agreement signed. Audit contract for service being performed later this year signed.

UNFINISHED BUSINESS: 2020 municipal budget in progress in draft form. Motion made to approve the estimated budget for audit of revenues and disbursements for Fines and State Aid accounts prepared by Edna (as requested by the auditor) by Hank Wagner and seconded by Judy O'Hara. Quote received for Spring landscaping by Markovski; waiting on janitorial quotes. Evaluation Committee in process; next meeting on February 3<sup>rd</sup>.

Motion to adjourn at 8:32 p.m. made by Judy O'Hara and seconded by Phyllis Alpaugh.

Respectfully submitted,

Jean Swanick, Secretary