

Margaret E. Heggan Free Public Library of the Township of Washington

June 15, 2016 Meeting Minutes

Time and Place: The meeting of the Board of Trustees of the Margaret E. Heggan Free Public Library was called to order by Board Treasurer Paula Smith in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on June 15, 2016, at 6:32 p.m.

Sunshine Law Statement: A notice was read that was published and posted according to the NJ Open Public Meetings Act.

Quorum: Gary Breen, Mary Breslin, Barbara Julian, Carole McNaughton, Paula Smith, Jane Crocker

Also Present: Nick Fazio, Council Liaison; Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary

Absent: Joanne Robertson, David Bruce, Roy Dawson

Minutes: Approval of the April meeting minutes was again postponed until a future date, as not enough trustees were present who were also in attendance at the April meeting. It was moved by Gary Breen and seconded by Mary Breslin to approve the minutes of the May 2016 meeting. All in favor. Motion carried.

President's Report: Joanne was absent and did not have a report. Sheila did provide information on trustee training in East Windsor on September 10.

Treasurer's Report: Resolution No. 2016-27 was moved by Mary Breslin and seconded by Carole McNaughton to authorize payment of all obligations on the June 2016 bill list, in the amount of \$91,555.17. All in favor. Passed unanimously.

Director's Report: Sheila distributed Pettit's design plan for the parking lot reconstruction project. She attempted to call John Pettit for clarification and answers to Board questions, but he was unavailable. Sheila will attempt to have Mr. Pettit present at the July Board meeting to go over the plan in detail. The prepared resolution to accept the design plan and move forward with the project was tabled until such time.

Resolution No. 2016-28 was moved by Jane Crocker and seconded by Gary Breen to approve the hiring of Rachel Turner and Megan Yanefski as part-time Library Assistants at the rate of \$12.00 per hour. All in favor. Motion carried.

Due to cosmetic issues with the American Girl dolls, a revision to the lending policy was recommended. Resolution No. 2016-29 was moved by Jane Crocker and seconded by Carole McNaughton to amend policy 2.1 Circulation of Materials and Fines/Special Collections Policies in the Library Policy Manual. All in favor. Passed unanimously.

Adjournment: It was moved by Jane Crocker and seconded by Gary Breen to adjourn the meeting at 7:08 p.m. All in favor. Motion carried.