

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

### August 17, 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 President Joanne Robertson in the Conference Room at the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ on August 17, 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:** Mary Breslin, David Bruce, Roy Dawson, Barbara Julian, Carole McNaughton, Joanne Robertson, Jane Crocker

**Also Present:** Joseph Alacqua, Esq.; Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary; David Kreck, The Pettit Group Associate

**Absent:** Gary Breen; Paula Smith; Nick Fazzio, Council Liaison

Brian Lawrence, Jenna Rippman, and Laurie Porsia were introduced to the Board as a new PT Library Shelver, PT Library Assistant, and Circulation Supervisor, respectively.

**Minutes:** It was moved by David Bruce and seconded by Roy Dawson to approve the minutes of the July 2016 Board meeting. All in favor with Mary Breslin abstaining due to absence at the July meeting. Motion carried.

**President's Report:** Joanne did not present a report.

David Kreck from the Pettit Group returned with alternative options for the parking lot reconstruction. He suggested sending the project out to bid in early January with a deadline of February 15. He proposed requesting three different approaches from each bidder, involving different levels of labor with varying depths of reconstruction based on the existing condition of the lot. Resolution No. 2016-37 was moved by David Bruce and seconded by Carole McNaughton to approve the Pettit design plan for parking lot reconstruction. All in favor. Passed unanimously.

**Treasurer's Report:** Resolution No. 2016-35 was moved by Mary Breslin and seconded by David Bruce to authorize payment of all obligations on the August 2016 bill list, in the amount of \$83,729.67. All in favor. Passed unanimously.

**Director's Report:** Resolution No. 2016-36 was moved by Jane Crocker and seconded by Carole McNaughton to approve the hiring of Mikaela Cook as a part-time Library Shelver at the rate of \$8.50 per hour, contingent upon receipt of a successful background check. All in favor. Passed unanimously.

A patron complaint in regard to a policy was raised. The patron's family spoke of seeking out a Board member. The Board unanimously agreed to uphold the policy in question, and Sheila will send the patron a letter with a copy of the policy.

**Adjournment:** It was moved by Jane Crocker and seconded by Roy Dawson to adjourn the meeting at 7:23 p.m. All in favor. Motion carried.