

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

October 19, 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 October 19, 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, Paula Smith, Jane Crocker

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

Absent: Gary Breen; Nick Fazio, Council Liaison

David Kreck presented the final version of bid specs for the parking lot project along with the engineer's estimate for four possible approaches. He will plan to have bids opened at the library prior to the January Board meeting. The Board will award their decision via resolution at the January or February meeting.

Minutes: It was moved by Jane Crocker and seconded by Paula Smith to approve the minutes of the September 2016 Board meeting. All in favor with Carole McNaughton and Roy Dawson abstaining due to absence at the September meeting. Motion carried.

President's Report: Joanne did not have a formal report, as this month's focus was on the parking lot and the strategic plan.

Treasurer's Report: Resolution No. 2016-39 was moved by Mary Breslin and seconded by Paula Smith to authorize payment of all obligations on the October 2016 bill list, in the amount of \$97,470.44. All in favor. Passed unanimously.

Director's Report: Budget preparation has begun and will be presented at the November meeting for approval. Sheila discussed her suggested initiatives for the strategic plan and will forward them to Bob Kieserman for plan completion.

It was moved by Carole McNaughton and seconded by Jane Crocker to approve the 2017 Holiday schedule. All in favor. Motion carried.

Adjournment: It was moved by Jane Crocker and seconded by Paula Smith to adjourn the meeting at 7:25 p.m. All in favor. Motion carried.