

W.H. Walters Free Public Library

1001 East Boulevard

Alpha, NJ 08865

BOARD OF TRUSTEES REORGANIZATION MEETING

Minutes for January 23, 2023

Adequate notice of this reorganization meeting has been provided in accordance with NJ Open Public Meetings Act with the publishing of the annual calendar on our Library Bulletin Board, in the Express Times, on our website <http://alphapubliclibrary.com/> and in the Library.

The Board of Trustees Reorganization Meeting for January 23, 2023 was called to order by Stephen Noll at 7:02 pm.

Present at the meeting were Stephen Noll, Craig Dunwell, Christina Smith, Seth Cohen, and Tammy McGee...Tracy Grossman and Carla Roselle were excused. Open Public Meeting Notice was read by Stephen Noll. The Pledge of Allegiance was recited.

Library Officer Nominations/Vote -

President - Tammy McGee nominated Stephen Noll for President. Craig Dunwell seconded. A roll call vote was taken. All were in favor.

Vice President - Stephen Noll nominated Tammy McGee for Vice President. Seth Cohen seconded. A roll call vote was taken. All were in favor.

Treasurer - Seth Cohen nominated Christina Smith for Treasurer. Stephen Noll seconded. A roll call vote was taken. All were in favor.

Secretary - A vote for Secretary has been tabled until we have a new Board Member to fill the position. Tammy McGee agreed to type the minutes until position is filled.

Motion to Approve Agenda was made by Tammy McGee and seconded by Seth Cohen. All were in favor.

Annual Review of Bylaws and Policies for 2023 – Tabled until we have a full board.

Committee Responsibilities -

- Committees will be created as needed.

Resolutions, Adoptions, and Appointments –

Resolution 2023-01 for Schedule of Meetings for 2023 –

Seth Cohen made a motion to pass Resolution 2023-01. Christina Smith seconded the motion. All were in favor.

Resolution 2023-02 for Wats, Tice, & Skowronek as legal counsel for the library for 2023 for hourly rate of \$185.00 -

A motion to pass Resolution 2023-02 was made by Craig Dunwell and seconded by Seth Cohen. A roll call vote was taken. Stephen Noll, Christina Smith, Tammy McGee, and Seth Cohen approved. Craig Dunwell did not approve.

Resolution 2023-03 for the Express-Times NJ zone and/or The Star Ledger as the newspapers in which all legal notices pertaining to the library will appear -

A motion was made to approve Resolution 2023-03 by Tammy McGee and seconded by Christina Smith. A roll call vote was taken. All were in favor.

Resolution 2023-04 for temporary budget amount of \$20,269.00 -

Motion made by Craig Dunwell to approve Resolution 2023-04 and seconded by Seth Cohen. A roll call vote was taken. All approved.

Resolution 2023-05 for Nisivoccia LLP for library Auditor for 2023 at yearly rate of \$2,100.00 -

A motion was made to pass Resolution 2023-05 was made by Seth Cohen and seconded by Christina Smith. A roll call vote was taken. All approved.

Resolution 2023-06 for Board Treasurer to pay bills up to \$3,000.00 if scheduled meeting is canceled or between regular meetings -

Motion was made to approve Resolution 2023-06 by Tammy McGee and seconded by Seth Cohen. A roll call vote was taken. All were in favor.

Appointment of Library Director Carla Roselle for 2023 at a salary of \$56,012.86 -

Seth Cohen made a motion to appoint Carla Roselle as Library Director at a salary of \$56,012.86 which includes a 2% cost of living increase. Tammy McGee seconded the motion. A roll call vote was taken. Seth Cohen, Christina Smith, Tammy McGee, and Stephen Noll voted yes. Craig Dunwell voted no.

Appointment of Stocker Tax Services as Library bookkeeper for 2023 at \$50.00/hour, max of 2.5 hours per month -

Motion to appoint Stocker Tax Services made by Craig Dunwell and seconded by Seth Cohen. A roll call vote was taken. All were in favor.

Appointment of EMC2 as IT Support Services for 2023 as contracted for \$95.00/hour -

Motion to appoint EMC2 made by Seth Cohen and seconded by Tammy McGee. A roll call vote was taken and all were in favor.

Establishment of petty cash fund for 2023 at \$200 -

A motion was made by Seth Cohen and seconded by Craig Dunwell. A roll call vote was taken. All were in favor.

Establishment of change fund for 2023 at \$40.00 -

Seth Cohen made a motion to establish change fund. Craig Dunwell seconded the motion. A roll call vote was taken. All approved.

Mileage Reimbursement - The Board of Trustees agree to establish a policy that the mileage reimbursement rate for employees on Library business will be based on the IRS standard mileage rate. The current rate for 2023 is 65.5 cents per mile.

Tammy McGee made motion to establish policy for mileage reimbursement. Seth Cohen seconded the motion. A roll call vote was taken. All were in favor.

Bank Designation is PNC Bank as depository of the library's funds -

Motion to designate PNC Bank as depository of library funds was made by Seth Cohen and seconded by Craig Dunwell. A roll call vote was taken. All were in favor.

Next Reorganization Meeting January 22, 2024.

Adjournment of Reorganization meeting -

Motion to adjourn made by Craig Dunwell at 7:24 and seconded by Tammy McGee. All were in favor.

Respectfully submitted by Tammy McGee

