

W. H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING MINUTES
Date: March 17, 2025

- **The Board of Trustees Meeting for March 17, 2025 is called to order at 7:01 p.m. in the Library.**

- **Roll Call is taken and a Quorum is declared.** (P=present; A=absent; E=excused)

Susan Billera- P Ginny Boyle= P Stuart Davis-P Meghan Dragotta- P Seth Cohen A-A Tammy McGee-P
Joseph Schocko_P

Stephen Noll-P

Holly Thomas-P

- **Reading of the Open Public Meeting Notice by the President**

Adequate notice of the 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.

- **Motion to approve Agenda** Motion- Tammy McGee Second- Susan Bilera _ All in favor.

- **Motion to approve Minutes as presented** (January 2025 re-organization and January 2025 regular minutes)

Motion- Tammy McGee Second- Ginny Boyle All in favor.

- **President's Report-**

- a. Approve 2025 draft budget. Roll Call was taken all yes votes.
- b. Steve Noll presented update on Borough Council Meeting from Tuesday March 11, 2025. Borough said they had oversight of the Library. Steve corrected them stating that they only have oversight of Holly Thomas- Librarian. Only the Library Board can make decisions on behalf of the library and its finances. The council voted to correct the ordinance to state that they only have oversight over the Librarian.

- **Treasurer's Report-**

- a. Bill/Check Approval: December 2024- \$579.78 January 2025- \$3794.54 February 2025- \$2,573.86 March 2025- \$1,026.97 Motion- Meghan Dragotta Second- Susan Billera All in favor.
- b. Budget vs. Actual Reviewed.
- c. Financial Report Approval: Motion- Meghan Dragotta Second- Ginny Boyle All in favor.
- d.

- **Library Director's Report-**

Regular Mtg:

- PROGRAMS:
 - o Book club for 2025 is going good.

- o We will be doing a program with Mrs. Hammerstone & the Phillipsburg Police Department tomorrow in Council Chambers @6pm.
- o We are having a local author (Alex Korbobo) come to do a book signing on Saturday, April 12th, 2025 @1pm in Council Chambers.
 - ♣ A free event, but if you want a copy of her book, you'll have to purchase one. She donated a copy to the library.
- PATRONS:
 - o 2 new patrons in January; 3 new in February; 3 new in March.
 - o There is a good amount of people using the library.
 - o Baker & Taylor are still backordered with a lot of materials, especially movies.
- OTHER:
 - o The NJ State Library Survey for 2024 is completed & submitted.
 - ♣ Received the 2025 Library form from the State Treasurer
 - o Reimbursed the Petty Cash fund back to \$200.00 & the change to \$40.00.
 - ♣ Ellen (bookkeeper) said next time to do a Voucher because of the auditor.
 - o Finalized the 2025 Budget w/ Steve & Ellen (bookkeeper).
 - o Holly's raise is in effect.
 - ♣ Finance Department needs minutes stating Holly's raise/being approved.
 - o Received the 2025 Billed per month spreadsheet from the Finance Department & put a copy in the minute's binder.
 - o Ellen sent Holly a 1099-NEC form, not sure what to do with it (I have a copy if anyone wants to look at it).
 - ♣ There are uncleared checks from 2024, Holly is going to contact the companies and figure out what's going on/if they didn't receive the check.
 - o Bibliotheca contacted Holly regarding our Tax Exempt/proof of it, which she sent them the Tax-Exempt form.
- QUESTIONS:
 - o Why don't we have a fire hydrant? We have a case for one (near the side door).
 - ♣ Holly asked DPW & they're not sure.
 - o Discussed Summer Hours staying the same.

• **Motion to approve all committee reports.** Motion- Tammy McGee Second- Susan Billera All in favor.

• **Old Business** – No increase in attendance in library activities since we started sending the calendar home with the school.

• **New Business** – We need to order new checks.

• **Next Regular meeting is May 19, 2025 at 7:00 pm.**

• **Motion to Adjourn:** Motion – Susan Billera Second- Ginny Boyle All in favor. Time- 7:26pm