

W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865
BOARD OF TRUSTEES MEETING AGENDA
Date: September 21, 2026

- **The Board of Trustees Meeting for September 21, 2026 is called to order at _____ p.m. in the Library.**
- **Roll call is taken and a Quorum is declared. (P=Present; A=Absent; E=Excused).**

Susan Billera	_____	Ginny Boyle	_____	Seth Cohen	_____
Meghan Dragotta	_____	Mo Ferretti	_____	Kim Iannitto	_____
Joseph Schocko	_____	Holly Thomas	_____		
Mayor Alternate	_____				
School Alternate	_____				

- **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, on the digital only publication of the Express Times, on our website <http://alphapubliclibrary.com/> and in the Library.
- **Flag Salute – please stand**
- **Motion to Approve Agenda**

Motion _____ Second _____
- **Motion to approve Minutes as presented (July 20, 2026)**

Motion _____ Second _____
- **Guest Speaker/Programs -**

- **President's Report -**

- Creation of a Personnel Committee for purposes of the annual Director evaluation. The committee should include officers at a minimum.
- Meeting with the Executive Director of Main
- NJLTA Trustee Institute
 - Saturday, October 17, 2026
Monmouth County Library

- **Treasurer's Report -**

- Bill/Check approval (July and August 2026).

Motion _____ Second _____ Roll Call

- Budget vs. Actual
- The 2024-2025 Library Audit was received.
- The Municipal Excess Liability Joint Insurance Fund Public Official Bond Surety Application and Indemnity Agreement was completed.
- Financial Report Approval

Motion _____ Second _____ Roll Call

- **Correspondence -**

- **Internal Library Committee Reports - None.**

- **Library Director's Report -**

- See attached report.

- **Mayor's Report -**

- **School Principal's Report -**

- **Motion to approve all committee reports.**

Motion _____ Second _____ Roll Call

- **Opportunity for Public Input -**

- **Old Business -**

- **New Business**

- Board Resolution for Employee Title Change (attached)
- Hours increase
- Policy Revisions
 - Patron Code of Conduct.
Motion _____ Second _____ Roll Call.
 - Request for Reconsideration/Removal of Library Material(s) Form and Procedures.
Motion _____ Second _____ Roll Call.
 - Library Material(s) Request for Reconsideration/Removal Policy.
Motion _____ Second _____ Roll Call.
 - Public Library Collection Development Policy.
Motion _____ Second _____ Roll Call.

Next Regular Meeting is November 23, 2026 at 7:00 pm.

- **Motion to Adjourn: Motion _____ Second _____ Time _____**

**W.H. WALTERS FREE PUBLIC LIBRARY
BOARD OF TRUSTEES**

RESOLUTION 2026-10

**RESOLUTION TO CHANGE THE JOB TITLE OF HOLLY THOMAS FROM
SUPERVISING LIBRARY ASSISTANT TO LIBRARY DIRECTOR**

WHEREAS, the W.H. Walters Free Public Library is committed to ensuring that its organizational structure, personnel classifications, and job titles accurately reflect the duties, responsibilities, authority, and scope of work assigned to its employees; and

WHEREAS, the employee, Holly Thomas, currently classified under the job title of **Supervising Library Assistant** has been assigned and is performing duties and responsibilities that substantially exceed those traditionally associated with the position of Supervising Library Assistant; and

WHEREAS, the duties and responsibilities assigned to the employee include functions consistent with the administration, management, operation, and leadership of the W.H. Walters Free Public Library, including, but not limited to, oversight of library operations, personnel responsibilities, administrative functions, planning and development, budgeting and fiscal responsibilities, policy implementation, community relations, and other duties customarily performed by a Library Director; and

WHEREAS, the Board of Trustees recognizes that an employee's official job title should accurately reflect the duties and level of responsibility assigned to and performed by that employee; and

WHEREAS, the Board of Trustees has determined that the title **Library Director** more accurately reflects the nature, scope, authority, and level of responsibility of the position currently being performed; and

WHEREAS, the Board of Trustees further recognizes the importance of maintaining an appropriate and clearly defined organizational structure for the effective administration and operation of the W.H. Walters Free Public Library;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the W.H. Walters Free Public Library hereby approves the change in job title for **Holly Thomas** from **Supervising Library Assistant** to **Library Director**, effective _____;

BE IT FURTHER RESOLVED, that the position of Library Director shall be recognized as the administrative leadership position responsible for the overall management and operation of the W.H. Walters Free Public Library, subject to the authority and direction of the Board of Trustees and applicable federal, state, and local laws, regulations, policies, and ordinances;

BE IT FURTHER RESOLVED, that the employee's official personnel records, organizational documents, and other applicable library records shall be amended to reflect the new job title of **Library Director**;

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the appropriate officers of the W.H. Walters Free Public Library to take all necessary administrative actions to implement this resolution.

CERTIFICATION

I, _____, Secretary of the Board of Trustees of the W.H. Walters Free Public Library, hereby certify that the foregoing resolution was duly adopted by the Board of Trustees at a meeting held on _____, **20**.

Motion by: _____

Seconded by: _____

Vote:

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

ADOPTED: _____, **20**

Board President

Board Secretary