

**Franklin Township Library
Board of Trustees
Meeting Minutes
January 15, 2025**

CALL TO ORDER

Brandi Grosso, Library Director, was present and called the meeting to order at 7:01pm.

ANNOUNCEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT- “In accordance with section 3 of the Open Public Meetings Act (P.L. 1975, c.231), the Chair declares that adequate public notice of this meeting has been posted at least 48 hours in advance on the Franklin Township Library’s website (www.ftlnj.org) and the Township of Franklin’s website (www.franklintownshipnj.org), The Sentinel of Gloucester County(Nov. 28, 2024), as well as the Community Bulletin Board.

PLEDGE OF ALLEGIANCE

Brandi Grosso, Library Director, led the Board in the flag salute.

REORGANIZATION

a. **OATH OF OFFICE**(completed before the meeting; copies given to the Director for appropriate filing).

b. **ROLL CALL OF MEMBERS**

- B. Doherty
- D. Emmons
- M. Fiorella
- S. Keen
- C. Rupp
- K. Shover
- D. Unkow
- J. Wilson
- P. Robinson
- Brandi Grosso (Library Director)
 - Contact information was reviewed and verified.

c. **NOMINATION AND APPOINTMENT OF OFFICERS**

- **Motion:** made to nominate D. Emmons as President by C. Rupp,seconded by J. Wilson. Motion carried unanimously. Position accepted by D. Emmons.
- **Motion:** made to nominate C. Rupp as Vice President by J. Wilson, seconded by K. Shover. Motion carried unanimously. Position accepted by C. Rupp
- **Motion:** made to nominate K. Shover as Treasurer by J. Wilson, seconded by S. Keen. Motion carried unanimously. Position accepted by K. Shover.
- **Motion;** made to nominate S. Keen as Secretary by J. Wilson, seconded by C. Rupp. Motion carried unanimously. Position accepted by S. Keen.

d. **COMMITTEE APPOINTMENTS**

- A Proposed Committee Appointment list was presented.
 - **Motion:** made to approve the committee appointment assignments for 2025 by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

FIRST PUBLIC PORTION

Motion: made to open the First Public Portion at 7:07pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

Motion: made to close the First Public Portion at 7:07pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

SECRETARY’S REPORT

- Minutes from December 2024 Board Meeting

Motion: made to accept the Secretary’s report by J. Wilson, seconded by B. Doherty. Motion carried unanimously.

TREASURER’S REPORT

Motion: made to accept the Treasurer’s report by J. Wilson, seconded by S. Keen. Unanimous roll call approval.

DIRECTOR’S REPORT (SEE INSERT FOR FULL REPORT)

- Adult/Teen/Children programs
- New books ordered for the catalog
- Vox books have been added to the children's collection
- Blind date with a book is back again and about to get started
- The Library of Things will have Hotspots available starting next week

COMMITTEE REPORTS

- The policy committee discussed the Library Room policy and the board reviewed the new policy and updates made since the last meeting.
 - **Motion:** made to approve the new meeting room policy by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

OLD BUSINESS

- HVAC Updates - the approval should be on the Township Committee agenda for next month
- The Library/Community Center roof is being replaced

NEW BUSINESS

- The library director received a reconsideration form for a book in the library. Library director to follow the reconsideration policy for next steps.
- Reviewed resolution 25-01 regarding the surplus of funds from 2024 and allocating those funds to Capital Expenditures.
 - **Motion:** to approve resolution number 25-01 to allocate the surplus of funds from 2024 as capital expenditures. Unanimous roll call approval.

SECOND PUBLIC PORTION

Motion: made to open a Second Public Portion at 7:59pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

Motion: made to close Second Public Portion at 7:59pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

CLOSED SESSION

Motion: made to open Closed Session at 7:59pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

- Review recommended updates to Personnel manual regarding the language around floating holidays for full-time and part-time library staff.
- Reviewed the Library Director's 2025 wage increase proposal (Resolution 25-02) for the library staff.

Motion: made to close Closed Session at 8:11pm by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

OPEN SESSION

- **Motion:** made to approve the change to the personnel manual pertaining to the floating holiday language (3 for full-time, 1 for part-time) by J. Wilson, seconded by S. Keen. Unanimous roll call approval.
- **Motion:** made to approve resolution 25-02 for the 2025 wage increases to Library staff by J. Wilson, seconded by C. Rupp. Unanimous roll call approval.

ADJOURNMENT

Motion: made to adjourn the meeting at 8:12pm by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

The next regular meeting will be held on February 19, 2025, at 7:00pm.

Respectfully submitted by Stephanie Keen, Secretary.