

**Franklin Township Library
Board of Trustees
Meeting Minutes
February 15, 2023**

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.flnj.org) and the Township of Franklin’s website (www.franlintownshipnj.org), as well as in the Franklin Township Library’s newsletter (*The Franklin File*, 2023, Vol. 9, Issue 2), and *The Sentinel* (2023, January 5 – 11, 2023, p.4).”

CALL TO ORDER

D. Emmons, President, was present and called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

D. Emmons, President, led the Board in the flag salute.

a. Oath of Office

The following new Board member was sworn into office by notary A. Steffans:

- Patricia Robinson

b. Roll call of members:

- D. Emmons
- H. Flaim
- A. Fletcher
- C. Rupp
- L. Senior
- D. Unkow (**absent 2/15**)
- J. Wilson

- N. Niziolek (**Library Director**)

- John Keen (**2nd Township Liaison**)

FIRST PUBLIC PORTION

Motion: made to open the First Public Portion at 7:03 pm by C. Rupp, seconded by J. Wilson. Motion carried unanimously.

Motion: made to close the First Public Portion at 7:03 pm by A. Fletcher, seconded by J. Wilson. Motion carried unanimously.

SECRETARY’S REPORT

a. Minutes from January 18, 2023

Motion: made to accept the January 18, 2023, Secretary’s Report by C. Rupp, seconded by L. Senior. Motion carried unanimously.

TREASURER'S REPORT

Motion: made to accept the Treasurer's Report by C. Rupp, seconded by K. Shover. Unanimous roll call approval.

DIRECTOR'S REPORT (SEE INSERT FOR FULL REPORT)

- Adult/teen/youth/baby programs/outreach
- Trainings/Meetings/Webinars attended by Library Director and staff
- Candace attended the Friends meeting on Natalie's behalf
- Grant renovation update (expenditures and pending payment)
- Trustee training (online and in-person at the library)
- Signed and returned Letter of Engagement to auditor
- Completed and submitted Workers' Compensation audit
- Library statistics for January

CORRESPONDENCE

- No correspondence received

OLD BUSINESS

- a. **Renovation Project Updates: (see Director's report for full list)**
 - Library Director gave update on total expenditures

NEW BUSINESS

- **By-Laws:**
 - By-Laws for the Board of Trustees was presented to, and reviewed by the members
- **Paper of Record:**
 - **Motion:** made to appoint The Sentinel as the paper of record by J. Wilson, seconded by K. Shover. Motion carried unanimously.
 - Discussion on the possibility of installing solar panels at the library. The information collected by the Library Director will be forwarded to the Township office for review.

SECOND PUBLIC PORTION

Motion: made to open a second Public Portion at 7:58 pm, by J. Wilson, seconded by H. Flaim. Motion carried unanimously.

Motion: made to close second Public Portion at 7:58 pm, by J. Wilson, seconded by H. Flaim. Motion carried unanimously.

CLOSED SESSION

Motion: made to go into Closed Session at 7:59 pm by A. Fletcher, seconded by J. Wilson. Motion carried unanimously.

Motion: made to go out of Closed Session at 8:27 pm by H. Flaim, seconded by J. Wilson. Motion carried unanimously.

COMMITTEE REPORTS

- Budget Committee:
 - **Motion:** made to accept the minutes from the Budget Committee meeting held on February 7, 2023 by C. Rupp, seconded by J. Wilson. Motion carried unanimously.
 - **Motion:** made to accept the minutes and from the Budget Committee meeting held on February 15, 2023 by C. Rupp, seconded by L. Senior. Motion carried unanimously.

BUDGET DISCUSSION

- Library Director and Budget Committee presented preliminary budget for 2023
- Board members discussed increased expenses for utilities
- **Motion:** made to approve 2023 Budget by J. Wilson, seconded by A. Fletcher. Unanimous roll call approval

ADJOURNMENT

Motion: made to adjourn the meeting at 8:40 pm by A. Fletcher, seconded by J. Wilson. Motion carried unanimously.

The next regular meeting will be held on March 15, 2023 at 7:00 pm.

Respectfully submitted by Audrey Fletcher, Secretary