

**Franklin Township Library
Board of Trustees
Meeting Minutes
June 21, 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 7:03 pm.

PLEDGE OF ALLEGIANCE

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

ROLL CALL OF MEMBERS

- D. Emmons (**President**)
- H. Flaim (**First Township Liaison**)
- A. Fletcher (**Secretary**)
- P. Robinson
- C. Rupp (**Vice President**)
- L. Senior
- K. Shover (**Treasurer**)
- D. Unkow (**School Board Representative**)
- N. Niziolek (**Library Director**)
 - **Absent** – J. Wilson

FIRST PUBLIC PORTION

Motion: made to open the First Public Portion at 7:04 pm by L. Senior, seconded by P. Robinson. Motion carried unanimously.

Motion: made to close the First Public Portion at 7:04 pm by A. Fletcher, seconded by P. Robinson. Motion carried unanimously.

SECRETARY’S REPORT

a. Minutes from May 17, 2023

Motion: made to accept the May 17, 2023, Secretary’s Report (**including minutes from all special meetings held - see inserts**) by C. Rupp, seconded by K. Shover. Motion carried (with one abstention).

TREASURER'S REPORT

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

DIRECTOR'S REPORT (SEE INSERT FOR FULL REPORT)

- Adult/teen/youth/baby programs/outreach to the various school districts
- Trainings/Meetings/Webinars attended by Library Director and staff
- Attended Township Committee meeting on 6/13
- Couch ordered from Demco for children's area (arrived on 6/1)
- Voted in as Secretary of LOGIN
- Friends: planning under way for the annual tea in August
- Deposit made towards KC Sign for digital sign
- Monthly/Wowbrary Statistics

COMMITTEE REPORTS

a. Strategic Planning Committee

The Strategic Planning Committee met on 5/30/23 to develop and review questions on the various surveys for staff and the community. The committee also discussed a timeline for distributing the survey.

b. Policy Committee

The Policy Committee met on 6/21/23 to review and update the Borrowing Materials policy. The committee also established a policy for using the Cricut machine.

Motion: made to approve the Borrowing Materials policy with an amendment to include "a limit of 4 days" for museum passes by C. Rupp, seconded by P. Robinson. Motion carried unanimously.

Motion: made to accept and approve the new Cricut policy by A. Fletcher, seconded by P. Robinson. Motion carried unanimously.

CORRESPONDENCE

- Thank-you cards received from former employees L. McBride and A. Steffens.

OLD BUSINESS

- **Digital sign:** deposit made to KC Signs for installation of the digital sign (purchase approved at previous meeting). Permit application will be completed by Director Niziolek.
- **Audio Induction Loop System:** the Board reviewed the proposals received from the various companies.
Motion: made to accept the proposal from Audio Directions to install an Audio Induction Loop system ("hearing loop") at an approximate cost of \$14,500 by H. Flaim, seconded by C. Rupp. Unanimous roll call approval.

- **Audit:** Audit is still in progress; several questions about how auditors calculated grant spending; the completed audit will be voted on at the July meeting.

NEW BUSINESS

- **Hot Spots:** Discussion on obtaining portable WiFi hot spots to assist members of the community with access to the internet. Director Niziolek will contact various service providers for price comparison. No further action taken at this meeting.
- **Services Agreement with Township:** Discussed with the Township Liaison (H. Flaim) the possibilities of an updated service agreement that would have Township again covering some expenses for the library, including utilities.

SECOND PUBLIC PORTION

Motion: made to open a Second Public Portion at 9:15 pm, by A. Fletcher, seconded by K. Shover. Motion carried unanimously.

Motion: made to close second Public Portion at 9:15 pm, by L. Senor, seconded by C. Rupp. Motion carried unanimously.

CLOSED SESSION

- No items for closed session

ADJOURNMENT

Motion: made to adjourn the meeting at 9:15 pm by A. Fletcher, seconded by C. Rupp. Motion carried unanimously.

The next regular meeting will be held on July 19, 2023 at 7:00 pm.

Respectfully submitted by Audrey Fletcher, Secretary