

**Franklin Township Library
Board of Trustees
Meeting Minutes
September 21, 2022**

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.franlintownshipnj.org), as well as in the Franklin Township Library’s newsletter (*The Franklin File*, 2022, Vol. 8, Issue 1), and *The Sentinel* (2021, December 30, - January 5, 2022, p. 3).”

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.

ROLL CALL OF MEMBERS

D. Deegan
D. Emmons
A. Fletcher
T. Rosa-Rhodes
C. Rupp
L. Senior
K. Shover
D. Unkow
J. Wilson
N. Niziolek – Library Director

FIRST PUBLIC PORTION

Motion: made to open the First Public Portion at 7:01 pm by J. Wilson, seconded by L. Senior. The motion was carried unanimously.

Motion: made to close the First Public Portion at 7:01 pm by T. Rosa-Rhodes, seconded by J. Wilson. The motion was carried unanimously.

SECRETARY’S REPORT

a. Minutes from August 17, 2022

Motion: made to accept the August 17, 2022, Secretary’s Report (**including minutes from all special meetings held - see insert**) by C. Rupp, seconded by J. Wilson. The motion was carried unanimously.

TREASURER’S REPORT

Motion: made to accept the Treasurer’s Report by D. Deegan, seconded by J. Wilson. Unanimous roll call approval.

DIRECTOR'S REPORT (see insert for full report)

- Adult/teen/youth programs
- Virtual Trainings/Meetings/Webinars attended by library staff
- Friends of the Library tea party fundraiser – 41 tickets sold
- Completed two grant compliance reports
- Policy/procedure needed for new meeting room
- Grand re-opening success
- August monthly statistics (**see insert**)

COMMITTEE REPORTS

- a. **PR Committee (see insert for detailed minutes from the meeting)** – recap of meeting held on August 10, 2022; discussion on finalizing details for the grand re-opening of the library.

Motion: made to amend the minutes for attendance for D. Deegan for the Personnel Committee meeting held on 8/10/22 by A. Fletcher, seconded by C. Rupp. The motion was carried unanimously.

Motion: made to approve the minutes from the Personnel Committee meetings (8/10 and 8/24) by T. Rosa-Rhodes, seconded by J. Wilson. The motion was carried unanimously.

CORRESPONDENCE

None.

OLD BUSINESS

- a. **Renovation Project:**
- i. Certificate of Substantial Completion issued
 - ii. Discussion ensued on list of items to be completed by Marino Construction
 - iii. Funding in place for new air conditioning for library
 - iv. Not enough room on servers for cameras installed; discussed options for upgrading security cameras – additional items to be ordered
 - v. Building project – new phones to be purchased

NEW BUSINESS

- a. Policy Committee to meet and establish policies for use of the new meeting room

SECOND PUBLIC PORTION

Motion: made to open a second Public Portion at 8:49 pm, by T. Rosa-Rhodes, seconded by J. Wilson. The motion was carried unanimously.

Motion: made to close second Public Portion at 8:49 pm, by J. Wilson, seconded by T. Rosa-Rhodes. The motion was carried unanimously.

CLOSED SESSION

Motion: made to open Closed Session at 8:49 pm by D. Deegan, seconded by J. Wilson. The motion was carried unanimously.

Motion: made to close Closed Session at 8:57 pm by J. Wilson, seconded by T. Rosa-Rhodes. The motion was carried unanimously.

OPEN SESSION

Motion: made to re-open Open Session at 8:57 pm by C. Rupp, seconded by T. Rosa-Rhodes. The motion was carried unanimously.

Motion: made to approve **Resolution 2022-02** by D. Deegan, seconded by J. Wilson. Unanimous roll call approval.

Motion: made to approve **Resolution 2022-03** by J. Wilson, seconded by T. Rosa-Rhodes. Unanimous roll call approval.

Motion: made to close Open Session at 8:59 pm by T. Rosa-Rhodes, seconded by C. Rupp. The motion was carried unanimously.

ADJOURNMENT

Motion: made to adjourn the meeting at 9:18 pm by J. Wilson, seconded by T. Rosa-Rhodes. The motion was carried unanimously.

The next regular meeting will be held on October 19, 2022, at 7:00 pm.

Respectfully submitted by Audrey Fletcher, Secretary