

Wenonah Free Public Library
Board of Trustees Meeting Minutes December 7, 2022

Attendees: Carol Newman, Ellen Hummel, , Linda Helmbrecht, Deb Cline and Anne Zuber. Absent: John Dominy, Michelle Contarino, Colleen Johnson.

C. Newman called the meeting to order at 7:10 pm at which time the Open Public Meeting Notice was read: *In compliance with the Open Public Meetings Act of the State of New Jersey, notification of this meeting has been sent to The South Jersey Times and posted on our webpage and on the bulletin board in the library.*

Read and approve

- The Board approved the October meeting minutes. (Motion by L. Helmbrecht/Seconded by D. Cline/All in favor).
- The Board deferred the approval of the November meeting minutes.
- Treasurer's report: Bank balances as of December 7, 2022: \$7601.92 in checking, \$42,755.83 in savings.
- The Board approved the Bills list for November 2022 (Motion by D. Cline/Seconded by L. Helmbrecht/All in favor).

Librarian Report

November 2022 stats AF-155 ANF-25 JF-144 JNF-27 Vid-14 Aud-0 + JC/ILL 2 borrows, 14 lends Total = 381
Overdrive/Libby eBook/Audio Downloads - 64
EDS = 34 sessions, 108 webservice
Hoopla: New patrons-5, Audiobooks-22, Comics-3, Ebooks-17, Movies-2, TV Shows-1 – Total = 45
Total amount spent from Hoopla account in November \$96.55. Balance = \$899.28.

Old Business

- Emmons Roofing confirmed they will be out to tighten seal around the roof edge where the bees had been living and the chimney flashings. Previous deposit of \$1,033 will apply to the repair, which has a minimum charge of \$750. Any balance will be returned.
- Book weeding project continues with Niki Odenbrett. Books considered valuable are sold from the cart in vestibule. Shelves are being consolidated to make room for more enticing displays.
- New desk computer and laptop for staff use was ordered and has been received. Will be set up with a private office/staff network.
- Elementary school students have been invited to make field trips to the library. Both first grade classes are visiting week of December 5th and both kindergarten classes are visiting week of December 12th. Students receive a brief library tour, hear stories, borrow a book, and receive a goodie bag with library promotional materials.

New Business

- Library sent a certified letter regarding policy on strong odor to offending patron's home. Receipt confirmed on December 2, 2022.
- Air purifier was purchased for lower level of library at a cost of \$39.99.
- Replacement canopy was ordered on Amazon and is due to arrive on December 14, 2022 at a cost of \$139.99.
- Anne placed an order with Prosource Specialties to replenish giveaway items to be used for Wenonah school field trips. Quantities were based on best price per item and amounts sufficient to provide for all students. The Board approved the order cost of \$1141.40. (Motion by L. Helmbrecht/Seconded by E. Hummel/All in favor).
- The Board approved a quote for \$1,441 from Max Pozza for improvements to computer network security. (Quote was comparable to estimate from another vendor in 2020). (Motion by D. Cline/Seconded by L. Helmbrecht/All in favor).
- The Board reviewed quotes for the refinishing of library tables from Ramsey Woodworking (\$2040) and Paint the Town (\$12,000). Two other contacted vendors did not provide quotes. The Board approved the quote from Ramsey Woodworking. (Motion by D. Cline/Seconded by C. Newman/All in favor).

- The Board reviewed quotes for replacement window shades from Window Ware (option 1/\$3012.16 and option 2/\$3806.51) and from Bella Window Shadings (\$2508). The Board approved the quote from Bella Window Shadings. (Motion by L. Helmbrecht /Seconded by D. Cline /All in favor).
- The Board reviewed quotes requested for leaded window glass repair/replacement from Macie Art Glass (did not quote), Stained Glass Restoration Co. (did not quote), Tom Powell Stained Glass (\$4375 for 10 pieces replaced, \$2175 for 9 panes repaired). Cumberland Stained Glass (used and recommended by Memorial Presbyterian Church) had not yet responded. The Board approved the \$4375 quote from Tom Powell Stained Glass (Motion by C. Newman/ Seconded by D. Cline/All in favor).
- The Board reviewed quotes requested for masonry and indoor plaster repair requested from Tristate Masonry (\$850 front steps, \$1400 exterior waterproofing, \$1300 plaster repair = \$3500.00), Paint the Town (\$5800.00), Jersey Boys Painting and Power Washing (\$8580 including painting), and Slims Plastering (awaiting quote for interior plastering). The Board approved the quote for front step masonry and exterior waterproofing from Tristate Masonry (\$2250) and will wait for quote from Slims Plastering before deciding on interior plastering. (Motion by D. Cline/Seconded by L. Helmbrecht/All in favor).
- The Board discussed purchasing challenges created by Amazon not renewing the library's account, which expires January 10, 2023. Anne will contact auditor to discuss options.
- The Board declined to obtain an annual pass to the Naval Air Station Wildwood Aviation Museum at a cost of \$250. The Board also discussed additional promotion of existing Brandywine Museum and Museum of American Revolution passes.
- The Friends of Wenonah Library will host an Open House on December 13, 2022 from 7 to 9 pm with cookies, hot chocolate, music and crafts.
- The Board reviewed and approved the Second Reading of the proposed 2023 Budget. (Motion by D. Cline/Seconded by L. Helmbrecht/All in favor).
- The Board approved the Second Reading of Resolution 2023-1, the 2023 Salary Guide. (Motion by L. Helmbrecht/Seconded by D. Cline/All in favor).

Next meeting is January 4, 2023.

C. Newman adjourned the meeting at 8:56 pm. (Motion by D. Cline/Seconded by L. Helmbrecht/All in favor).

Meeting calendar for 2023.

7:00 PM on first Wednesday of each month; 1/4/23, 2/1/23, 3/1/23, 4/5/23, 5/3/23, 6/7/23, 7/5/23, 8/2/23, 9/6/23, 10/4/23, 11/1/23, 12/6/23.