

Wenonah Free Public Library

Board of Trustees Reorganization Meeting 1-7-12

Minutes:

1. Present:

Tom Curry
Tommy Lombardo
Kris Murtha
Carol Newman
Pat Sole
Ann Zuber, Library Director

Not present:

Cynthia Mullens
Frank Vogel

2. Tommy Lombardo ("TL") called the Reorganization meeting to order at 10 a.m.
3. Kris Murtha ("KM") was sworn in as a Trustee to fill the expired term vacated by the resignation of Barbara Conway. Tom Curry ("TC") was later sworn in for another renewed term.
4. TL moved the slate of officers would be as follows:
 - a. President: Tom Curry
 - b. Treasurer: Carol Newman ("CN")
 - c. Secretary: Kris Murtha

CN seconded. Motion passed unanimously. The updated slate of Trustees is attached.
5. KM called the roll, gave the Open Public Meetings Act statement and read the minutes of the November 2, 2011 meeting. TC made a motion to accept the minutes, CN seconded, motion passed with all present voting in favor (5 ayes and 2 abstentions.)
6. Treasurer's report:

\$4,262.124	checking
\$75,628.14	savings
7. TC: Motion to approve Treasurer's report. KM second. Motion passed with all present voting in favor (5 ayes and 2 abstentions.)
8. Auditor's report: As reported at the last meeting, the auditor's report for 2010 contains errors. Anne Zuber ("AZ") met with the auditors and showed them the mistakes. They prepared a revised copy of the report.
 - a. Questions were raised about the quality of the product the auditor produced. It was discussed that, originally, the auditor had little oversight function and this firm substantially less expensive than the other bids. Now the auditor's role has increased and they are doing a lot more. In addition, one major error may have been caused by missing information, and not miscalculation. It was decided that we would give them another year and monitor their work product. The year just ended; AZ will get the auditor the docs by April and we usually get the report back in October.
 - b. The State Librarian is reviewing the process

- c. The auditor advised that in order to set aside the monies for the pending capital improvement, we need to approve the budget showing the fund balance in revenue and the offsetting fund balance.
9. CN motioned to approve the 2012 budget, showing the fund balance for the improvement in revenue and the offsetting fund balance as an expense. TL seconded. Motion passed motion passed with all present voting in favor (5 ayes and 2 abstentions.) A copy of the 2012 Budget is attached.
10. Second reading of the Resolution Establishing Capital Expense Plan and Reserving Funds. Motion to approve the resolution was made and seconded; the motion passed motion passed with 5 ayes and 2 abstentions. (The Resolution needs minor, non-substantive changes. Ann will distribute the final, formal resolution before the next meeting.) A copy of the Resolution is attached.
11. Second reading of the Resolution establishing pay rates for library employees. Includes a 2% raise for all employees, retroactive to 1-1-12. TL moved to accept the resolution, KM seconded. The motion passed motion passed with all present voting in favor (5 ayes and 2 abstentions.) A copy of the Resolution is attached.
12. Transfer of Excess Funds
 - a. There is a budget form we need for the audit for the State Librarian. This begins the process to return unused, apportioned library funds to the municipal coffers for property tax relief. We did not previously track or have a method to formulate these numbers, as the process is new. To obtain the required projections, Anne took the numbers for 2006-201 and, although after reviewing trends over five years no real pattern emerged, Anne was able to come up with projections by averaging the figures for budgets for 2013 to 2016. A copy of the projected figures is attached.
 - b. Discussion was opened on the return of funds. KM's position was that the funds were apportioned to the library and should be used for that purpose until the library was the best it could be, and then excess funds should be returned. There is a lot of interior work to be done, and the facilities offered to patrons could be greatly increased, e.g., in line with the suggestions made in the interviews with town leaders in the Strategic Planning Report. We should make sure the budget fully accommodates these things before we agree to return the money. TC opined that we should be modest in our spending and good Trustees of the public funds and TL noted that the money would only be used for property tax relief, which is a boon to the town.
 - c. The first reading of Resolution 2012-1, a Resolution to Transfer Excess Funds to the Municipality of Wenonah. TL made a motion to accept the Resolution, TC seconded. The motion passed with four in favor, one opposed and 2 abstentions.
13. Three Year Strategic Plan promulgated by the WFLP Strategic Planning Committee was reviewed. TC moved to adopt the Plan, CN seconded and the motion passed with all present voting in favor (5 ayes and 2 abstentions.)
14. The copier has been paid off and there is a low copy charge.
15. 2011 annual statistics (unofficial) were provided by AZ:
 - a. 10,933 patrons

b. 12, 245 circulation (books, video)

Official statistics are provided by County Librarian in Mullica Hill after year-end count.

16. TC met with Don Sahers, who will provide an estimate for general repair work.
17. At 11:55 a.m. Pat Sole made a motion to adjourn, CN seconded and the motion passed with all present voting in favor (5 ayes and 2 abstentions.)
18. The meeting was adjourned.

Respectfully submitted,

Kris Murtha, Secretary