

**Franklin Township Library  
Board of Trustees  
Meeting Minutes  
May 17, 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.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*, 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.

**ROLL CALL OF MEMBERS**

- D. Emmons
- A. Fletcher
- P. Robinson
- C. Rupp
- L. Senior
- K. Shover
- D. Unkow
- J. Wilson
- N. Niziolek (**Library Director**)
  - **Absent** – H. Flaim

**FIRST PUBLIC PORTION**

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

**Motion:** made to close the First Public Portion at 7:01 pm by J. Wilson, seconded by K. Shover. Motion carried unanimously.

**SECRETARY’S REPORT**

**a. Minutes from April 19, 2023**

**Motion:** made to accept the April 19, 2023, Secretary’s Report (**including minutes from all special meetings held - see inserts**) by J. Wilson, seconded by L. Senior. Motion carried unanimously.

## TREASURER'S REPORT

**Motion:** made to accept the April 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
- KC Sign digital sign demo
- Couch ordered from Demco for children's area
- New hires
- Township Committee meeting 6/13 (Librarian will be in attendance)
- Friends book sale proceeds; felt fundraiser; planning under way for the annual tea in August
- Monthly/Wowbrary Statistics

## COMMITTEE REPORTS

- None

## CORRESPONDENCE

- Formal letter of resignation received from Linda McBride

## OLD BUSINESS

- **Renovation Project Updates:**
  - **Motion:** made by J. Wilson to accept the quote from KC Sign & Awnings for installation of an 8ft digital sign (see insert for specifics and pricing), seconded by L. Senor. Unanimous roll call approval.
  - **Motion:** made by J. Wilson to accept the quote from Corporate Interiors for the purchase of additional tables and chairs in the amount of \$2930.78, seconded by L. Senor. Unanimous roll call approval.
- **Air conditioning unit:**
  - Franklin Township Business Administrator will be contacted regarding the ongoing issues with the air conditioning unit
- **Audit:**
  - Annual audit still in process
- **Hearing Loop:**
  - A quote was received from Audio Directions; however, Library Director Niziolek is still in the process of obtaining additional quotes. No action taken on the hearing loop at this time.
- **Library Card Registration:**
  - **Motion:** made by P. Robinson to approve the final draft of the Library Card Registration, seconded by J. Wilson. Motion carried unanimously.

## **NEW BUSINESS**

- **Employment:**
  - **Motion:** made to approve the employment of Chad Ogren (part time) with an effective date of 5/22/23 and a pay rate of \$14.13 per hour by J. Wilson, seconded by L. Senor. Motion carried unanimously.
  - **Motion:** made to approve the employment of Tara Rispo (part time) with an effective date of 6/12/23 and a pay rate of \$14.13 per hour by J. Wilson, seconded by L. Senor. Motion carried unanimously.
  - **Motion:** made to approve the change in employment status for Lisa Bryant to full time employee by J. Wilson, seconded by L. Senor. Motion carried unanimously.

## **SECOND PUBLIC PORTION**

**Motion:** made to open a Second Public Portion at 8:30 pm, by K. Shover, seconded by J. Wilson. Motion carried unanimously.

**Motion:** made to close second Public Portion at 8:30 pm, by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

## **CLOSED SESSION**

- No items for closed session

## **ADJOURNMENT**

**Motion:** made to adjourn the meeting at 8:31 pm by A. Fletcher, seconded by J. Wilson. Motion carried unanimously.

The next regular meeting will be held on June 21, 2023 at 7:00 pm.

**Respectfully submitted by Audrey Fletcher, Secretary**