

**Franklin Township Library
Board of Trustees
Meeting Minutes
July 19, 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
- H. Flaim (**absent**)
- A. Fletcher
- P. Robinson
- 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 A. Fletcher, seconded by J. Wilson. Motion carried unanimously.

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

SECRETARY’S REPORT

a. Minutes from June 21, 2023

Motion: made to accept the June 21, 2023, Secretary’s Report (**including minutes from all special meetings held - see inserts**) by L. Senior, seconded by P. Robinson. Motion carried unanomously.

TREASURER’S REPORT

Motion: made to accept the June 2023 Treasurer’s Report by J. Wilson, seconded by C. Rupp. Unanimous roll call approval.

DIRECTOR'S REPORT (SEE INSERT FOR FULL REPORT)

- Adult/teen/youth/baby programs
- Trainings/Meetings/Webinars attended by Library Director and staff
- Statistics on strategic planning survey responses
- Issues with air conditioning
- Issues with carpet stains – following up with contractors
- Issues with the hearing loop that was installed – following up with the technical team
- Monthly/Wowbrary Statistics

COMMITTEE REPORTS

- No reports for this month.

CORRESPONDENCE

- None received for this month.

OLD BUSINESS

- **Digital sign:** Library Director Niziolek will be in touch with the Franklin Township DPW regarding electrical installation.
- **Audio Induction Loop System:** the hearing loop was installed; however, there is a glitch with the system and Library Director Niziolek will be contacting and following up with the company.
- **Furniture:** tables and chairs (purchase approved at previous meeting) to be delivered on or around August 1, 2023.
- **Carpet stains:** stains in the carpet have returned once more and Director Niziolek is following up with the contractors.
- **Audit:** Audit report for year ending December 2022 was completed and reviewed by the Board.
 - **Motion:** made to approve and accept the completed audit by J. Wilson, seconded by L. Senor. Unanimous roll call approval.

NEW BUSINESS

- **Cleaning company:** the cleaning company gave notice of intent to terminate the cleaning contract with the library, effective August 1, 2023. Director Niziolek is in the process of reviewing several quotes from various companies.

SECOND PUBLIC PORTION

Motion: made to open a Second Public Portion at 8:19 pm, by J. Wilson, seconded by L. Senor. Motion carried unanimously.

Motion: made to close second Public Portion at 8:19 pm, by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

CLOSED SESSION

Motion: made to go into Closed Session at 8:19 pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

Motion: made to close Closed Session at 8:33 pm by J. Wilson, seconded by P. Robinson. Motion carried unanimously.

Motion: made to approve Family and Medical Leave Act (“FMLA”) leave for Candace Worrell effective July 3, 2023 to August 14, 2023. Motion carried unanimously.

ADJOURNMENT

Motion: made to adjourn the meeting at 8:34 pm by J. Wilson, seconded by A. Fletcher. Motion carried unanimously.

The next regular meeting will be held on August 16, 2023 at 7:00 pm.

Respectfully submitted by Audrey Fletcher, Secretary