

**Franklin Township Library  
Board of Trustees  
Meeting Minutes  
September 20, 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 J. Wilson, seconded by P. Robinson. Motion carried unanimously.

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

**SECRETARY’S REPORT**

**a. Minutes from August 16, 2023**

**Motion:** made to accept the August 16, 2023, Secretary’s Report (**including minutes from all special meetings held - see inserts**) by A. Fletcher, seconded by J. Wilson. Motion carried unanimously.

**TREASURER’S REPORT**

**Motion:** made to accept the August 2023 Treasurer’s Report by C. Rupp, seconded by J. Wilson. 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
- Attended the Friends of the Library meeting for August
- Refreshments for the Watercolor Artist Reception provided by the Friends group
- Hearing loop training for staff
- Issues with the carpet
- Pole installed for digital sign
- One-year retrospective presentation
- Strategic planning update
- Monthly/Wowbrary Statistics/museum pass checkouts

## **COMMITTEE REPORTS**

- Personnel committee met to discuss the annual evaluation for the Director
  - Recommendations were made

## **CORRESPONDENCE**

- None received for this month.

## **OLD BUSINESS**

- **Digital sign update:** pole was installed for the digital sign; electrical work has begun.
- **Audio Induction Loop System:** staff received training; signage scheduled for 9/21.
- **Carpet stains:** stains in the carpet have returned once more and Director Niziolek is following up with the contractors.

## **NEW BUSINESS**

- **Director's annual evaluation**
  - Recap of the personnel's meeting to discuss the annual evaluation report for the Director
  - Recommendations were made
  - Director Niziolek presented a one-year retrospective overview to the Board.

## **SECOND PUBLIC PORTION**

***Motion:*** made to open a Second Public Portion at 7:58 pm, by J. Wilson, seconded by L. Senor. Motion carried unanimously.

***Motion:*** made to close second Public Portion at 7:58 pm, by P. Robinson, seconded by J. Wilson. Motion carried unanimously.

## **CLOSED SESSION**

- No items for Closed Session.

## **ADJOURNMENT**

***Motion:*** made to adjourn the meeting at 7:58 pm by A. Fletcher, seconded by P. Robinson. Motion carried unanimously.

The next regular meeting will be held on October 18, 2023 at 7:00 pm.

**Respectfully submitted by Audrey Fletcher, Secretary**