Minutes for the regularly scheduled meeting of the Board of Trustees of the Free Public Library of Audubon  
January 30, 2023

The meeting was called to order by Danielle Ingves at 7:00 pm.

Akiema Buchanan took roll call.

Roll Call
Present
Danielle Ingves
Patricia Rossell
Jeff Clarke
Rosann Endt
Nikki Bicking
Mayor Rob Jakubowski
Bookkeeper, Gary Bromke
Library Director, Akiema Buchanan

Absent
Maria Lario Schuman
Amanda Negro
Barbara Ruff

Statement of Open Meeting
Danielle Ingves confirmed that the required forty-eight (48) hour notice for the meeting was provided to the public through announcements published in the Retrospect and Courier Post, and on the Library’s website and Library announcement board in accordance with state law.

Election of Board Officers

Motion M23-1 to open nominations for board positions was made by Ingves and seconded by Nikki Bicking. The motion passed by unanimous vote by all present.

Motion M23-2 to close nominations for board positions was made by Bicking and seconded by Jeff Clarke. The motion passed by unanimous vote by all present.

Motion M23-3 to approve the slate nominations by acclamation was made by Mayor Rob Jakubowski and seconded by Bicking. The following positions passed by unanimous vote by all present members:

Danielle Ingves as President, Maria Lario as Vice-President, Pat Rossell as Treasurer, and Amanda Negro as Secretary.

Approval of Minutes
Motion M21-4 to approve the Minutes of the Board of Trustee’s regular meeting on December 19, 2022 was made by Ingves and seconded by Rosann Endt. The motion passed by affirmative vote of all present members.
Annual Resolutions

- **R23-1** to adopt the 2023 Budget as submitted to the Board by the Library Director made by Ingves and seconded by Clarke. Resolution passed by unanimous vote of present members.

- **R23-2** to authorize the Library Director to repost and receive 2023 RFP submissions made by Ingves and seconded by Patricia Rossell. Resolution passed by unanimous vote of present members.

- **R23-3** to designate an official bank depository for the library made Ingves and seconded Rossell. Resolution passed by unanimous vote of present members.

- **R23-4** to adopt the 2021 Board Meeting Schedule made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

- **R23-5** to name official publications for the library made by Ingves and seconded by Rosann Endt. Resolution passed by unanimous vote of present members.

- **R23-6** to adopt the library’s cash management plan made by Ingves and seconded by Clarke. Resolution passed by unanimous vote of present members.

- **R23-7** to designate a payroll disbursement service made by Ingves and seconded by Rossell. Resolution passed by unanimous vote of present members.

- **R23-8** designating a deposit of receipts schedule made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

- **R23-9** to confirm library salaries & wages made by Ingves and seconded by Clarke. Resolution passed by unanimous vote of present members.

- **R23-10** designating DCRP eligibility made by Ingves and seconded by Endt. Resolution passed by unanimous vote of present members.

- **R23-11** to adopt the library’s purchasing plan made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

- **R23-12** to designate claimant certification exemptions made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

- **R23-13** to establish a petty cash fund at the library made by Ingves and seconded by Rossell. Resolution passed by unanimous vote of present members.

Treasurer’s Report

Bookkeeper Gary Bromke explained that there were overages in the Library Assistants, worker’s comp, bookkeeping, and freight/shipping line items of $29,000, $617, $427, and $26, respectively. Bromke suggested moving $30,070 from the Library Director line item to cover the overages.
**Resolution R23-14 Authorizing Payment of January 2023 Claims** totaling $12,978.05 made by Danielle Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

R23-15 authorizing moving $30,070 from the Library Director line item to cover the overages in the Library Assistants ($29,000), worker’s comp ($617), bookkeeping ($417) and freight/shipping ($26) line items. The resolution was made by Ingves and seconded by Rossell. Resolution passed by unanimous vote of present members.

**President’s Report**

Ingves stated that she attended the trustee webinar and felt it was worth watching. She wants to make sure the collection development policy has a section on reconsidering items. Member terms should be on a staggered schedule and the oath should be kept at the municipal clerk’s office. We should begin speaking to trustees about the end of their terms in the Fall.

Mayor Jakubowski added that the New Jersey League of Municipalities is sponsoring a scholarship to juniors and seniors in high school. Students have to submit an essay which will be read by the mayor and anyone else interested.

**Director’s Report - Attached**

**Policy Committee** –
Looked over the service animal policy, computer use policy, library use policy, volunteer policy, bulletin board policy, library card and borrowing policy, and the collection development policy, each needs minimal changes and to be typed up. All of the policies are not in one location on the computer and do not have revision dates. The committee would like to have all of the policies in one location on the computer and a physical binder of all of the policies.

**Public Comment:**
No members of the public were present.

**Motion to Adjourn**
January meeting was adjourned at 8:57 pm by Danielle Ingves.

Respectfully submitted,
Akiema Buchanan, Director
Director’s Report - January

Stats – 12/2/22 - 1/30/23: 1752 checkouts (8 museum passes & 7 hot spots)
Stats – 12/21/21 – 1/29/22: 1447 checkouts (2 museum passes)

Upcoming events –

Family Book Club every Thursday night at 5:30pm
Children’s Craft – 2/7/23 @ 4pm – Felt bunnies
Adult Craft Night – 2/8/23 @ 6pm – Scrabble Pictures
Lego League – 2/13/23
Roaming Readers – 2/15/23 @ 10am
Black History Month Virtual Trivia w/ Pennsauken Public Library – 2/17/23 @ 6:30pm
Movies for Black History Month –
Becoming, Wakanda Forever, and 1 more

Old Business –
Library is giving away COVID tests to Audubon Residents
Have a few winter coats left

New Business -

- Library’s heating unit –
  - Can be replaced in February
- Beginning to plan for summer reading
- Library Personnel –
  - Retirement, moving staff positions, possible title changes