

**Minutes for the regularly scheduled meeting of the  
Board of Trustees of the Free Public Library of Audubon  
January 29, 2024**

The meeting was called to order by Danielle Ingves at 7:01 pm.

Akiema Buchanan took roll call.

*Roll Call*

Present

Danielle Ingves  
Patricia Rossell  
Amanda Negro  
Maria Lario Schuman  
Nikki Bicking  
Mayor Rob Jakubowski  
Rosann Endt  
Jeff Clarke  
Patricia Whalen  
Library Director, Akiema Buchanan

Absent

Bookkeeper, Gary Bromke

***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 M24-1** to open nominations for board positions was made by Maria Lario Schuman and seconded by Pat Rossell. The motion passed by unanimous vote by all present.

**Motion M24-2** to close nominations for board positions was made by Ingves and seconded by Jeff Clarke. The motion passed by unanimous vote by all present.

**Motion M24-3** to approve the slate nominations by acclamation was made by Nikki Bicking and seconded by Lario Schuman. 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 M24-4** to approve the Minutes of the Board of Trustee's regular meeting on December 18, 2023 was made by Ingves and seconded by Bicking. The motion passed by affirmative vote of all present members except Amanda Negro who abstained.

## *Annual Resolutions*

- **R24-1** to adopt the second option of the 2024 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.
- **R24-2** to authorize the Library Director to repost and receive 2024 RFP submissions made by Ingves and seconded by Clarke. Resolution passed by unanimous vote of present members.
- **R24-3** to designate an official bank depository for the library made Ingves and seconded Rossell. Resolution passed by unanimous vote of present members.
- **R24-4** to adopt the 2024 Board Meeting Schedule made by Ingves and seconded by Clarke. Resolution passed by unanimous vote of present members.
- **R24-5** to name official publications for the library made by Ingves and seconded by Lario Schuman. Resolution passed by unanimous vote of present members.
- **R24-6** to adopt the library's cash management plan made by Ingves and seconded by Rossell. Resolution passed by unanimous vote of present members.
- **R24-7** to designate a payroll disbursement service made by Ingves and seconded by Clarke. Resolution passed by unanimous vote of present members.
- **R24-8** designating a deposit of receipts schedule made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.
- **R24-9** to confirm library salaries & wages made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.
- **R24-10** designating DCRP eligibility made by Ingves and seconded by Rossell. Resolution passed by unanimous vote of present members.
- **R24-11** to adopt the library's purchasing plan made by Ingves and seconded by Rosann Endt. Resolution passed by unanimous vote of present members.
- **R24-12** to designate claimant certification exemptions made by Ingves and seconded by Lario Schuman. Resolution passed by unanimous vote of present members.
- **R24-13** to establish a petty cash fund at the library made by Ingves and seconded by Negro. Resolution passed by unanimous vote of present members.

## *Treasurer's Report*

Library Director Buchanan went over the treasurer's report and noted no significant changes.

**Resolution R24-14 Authorizing Payment of January 2023 Claims** totaling \$27,038.39 made by Danielle Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

### ***President's Report***

Ingves thanked everyone for last year and looks forward to working with everyone in the new year.

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 –***

Would like four physical copies of the policy handbook.

#### ***Strategic and Capital Plan Committee –***

Will meet in the upcoming weeks.

#### **Public Comment:**

**Motion M24-5** to open the meeting to the public was made by Ingves and seconded by Lario Schuman.

Joanne Johnson (Audubon, NJ) stated that she enjoys volunteering at the library and misses having computer classes.

Joan Johnson (Audubon, NJ) thanked the board for everything they do.

**Motion M24-6** to close the meeting to the public was made by Ingves and seconded by Lario Schuman. The motion passed by unanimous vote by all present.

**Motion M24-7** to enter a closed session was made by Ingves and seconded by Lario Schuman. The motion passed by unanimous vote by all present.

**Motion M24-8** to exit closed session was made by Ingves and seconded by Lario Schuman. The motion passed by unanimous vote by all present.

**Motion M24-9** to create a new position for the library “Library Assistant and Bookkeeper” was made by Ingves and seconded by Clarke.

#### **Motion to Adjourn**

January meeting was adjourned at 9:04 pm by Danielle Ingves.

Respectfully submitted,  
Akiema Buchanan, Director