

Free Public Library of Audubon

Board of Trustees Meeting, January 27, 2025

MEETING CALLED TO ORDER: 7:03pm

OPENING STATEMENT:

In accordance with the provisions of the Open Public Meetings Law, the Free Public Library of Audubon Board of Trustees property transmitted notice of this this meeting, scheduled at 7:00 pm, in the Retrospect and Courier Post newspapers, filed with the Borough Clerk, and posted notice on the bulletin board at the main entrance to the Library and on the Library's website.

ROLL CALL

Present

- Danielle Ingves
- Mayor Rob Jakubowski
- Rosann Endt
- Mark Brandon
- Maria Lario Schuman
- Nikki Bicking
- Patricia Whalen
- Elina Matthews, Bookkeeper
- Akiema Buchanan, Library Director

Absent

- Amanda Negro
- Jeff Clarke

BOARD RENEWALS

Nominate Danielle Ingves for President for 2025

Motion: Nikki Bicking Second: Rosann Endt All in favor

Nominate Maria Lario Schuman for Vice President for 2025

Motion: Nikki Bicking Second: Rosann Endt All in favor

Nominate Jeff Clarke for Treasurer for 2025

Motion: Nikki Bicking Second: Rosann Endt All in favor

Nominate Amanda Negro for Secretary for 2025

Motion: Nikki Bicking Second: Rosann Endt All in favor

The board recognizes Mark Brandon as a new board member; approved by board of commission.

Approval of Minutes

Ingves made a motion to approve the meeting minutes of December 16, 2024. Lario Schuman seconded and Mark Brandon abstained. Motion passed.

Ingves made a motion to approve the closed meeting minutes of December 16, 2024. Endt seconded and Mark Brandon abstained. Motion passed.

Treasurer's Report

Library Assistant and Bookkeeper Elina Matthews provided the Board with the financial reports through December 2024 as well as a list of claims for the month of January 2025.

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Ingves made a motion to approve the treasurer's report. It was seconded by Lario Schuman. The motion passes by unanimous vote of present members.

Resolution 2025-01 Authorizing the payment of bills for the month of January 2025 totaling \$23,593.66 was made by Ingves and seconded by Bicking. Resolution passed by unanimous vote of present members.

ANNUAL RESOLUTIONS:

- Resolution 2025-02 Authorizing the adoption of the library's 2025 budget
Motion by: Mayor Jakubowski Second by: Endt
Roll Call Vote – Passed by unanimous vote
- Resolution 2025-03 Authorizing the Director to Submit and Receive RFP Submissions for the Library Auditor and Solicitor for the 2025 year.
Motion by: Ingves Second by: Maria All in favor
- Resolution 2025-04 Authorizing the bank of William Penn as the official Bank Depository for the library
Motion by: Ingves Second by: Bicking All in favor
- Resolution 2025-05 Authorizing the board of trustees to set scheduled board meetings of 2025
Motion by: Ingves Second by: Lario Schuman All in favor
- Resolution 2025-06 Authorizing the Courier Post and the Retrospect as the official newspapers of the library
Motion by: Ingves Second by: Bicking All in favor
- Resolution 2025-07 Authorizing the cash management plan of the library
Motion by: Ingves Second by: Lario Schuman All in favor
- Resolution 2025-08 Authorizing the use of payroll disbursement services
Motion by: Ingves Second by: Bicking All in favor
- Resolution 2025-09 Authorizing the deposit of receipts at a threshold of \$75.00
Motion to Approve: Ingves Second by: Endt All in favor
- Resolution 2025-10 Authorizing the salary/wages for employees of the library
Motion to Approve: Ingves Second by: Bicking
Roll Call Vote – Passed by unanimous vote
- Resolution 2025-11 Authorizing the establishing of which positions within the library are eligible for participation in the defined contribution retirement program
Motion to Approve: Second by: Roll Call Vote
Resolution was tabled until the February meeting
- Resolution 2025-12 Authorizing the purchasing procedure plan
Motion to Approve: Ingves Second by: Bicking All in favor
- Resolution 2025-13 Authorizing the amending of the claimant certification requirement
Motion to Approve: Ingves Second by: Whalen All in favor

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Resolution 2025-14 Authorizing the establishing a new petty cash fund
Motion to Approve: Ingves Second by: Lario Schuman
Roll Call Vote – Passed by unanimous vote

PRESIDENT'S REPORT

Inves welcomed Mark Brandon to the board. She also gave an update on past board member Pat Rossell.

DIRECTOR'S REPORT

See Attached

POLICY COMMITTEE

Added Pat Whalen to the policy committee

STRATEGIC AND CAPITAL PLAN COMMITTEE

N/A

PUBLIC COMMENT

No member of the public present.

ADJOURNMENT: 8:21pm

Motion by: Ingves

Second by: Lario Schuman

All in Favor