

Margaret E. Heggan Free Public Library of the Township of Washington

January 21, 2026 Meeting Minutes

Time and Place: The meeting of the Board of Trustees of the Margaret E. Heggan Free Public Library was called to order by Board Secretary Lisa Bertolini in the Conference Room of the Margaret E. Heggan Free Public Library, 606 Delsea Drive, Sewell, NJ, on January 21, 2026, at 5:01 p.m.

Sunshine Law Statement: A notice was read that was published and posted according to the NJ Open Public Meetings Act.

Swearing in of New Board Members: Gina Gurcsik was sworn in by Joe Alacqua prior to the meeting. Cathy Matos's swearing in was postponed until she arrived at the meeting in person.

Quorum: Lisa Bertolini, Victoria Binetti, Jane Crocker, Shaun Giberson (at 5:09 p.m.), Gina Gurcsik, Whitney Huston, Frank Indriso, Catherine Matos (via speakerphone; in person at 5:06 p.m.), Salvatore Coppola

Also Present: Joseph Alacqua, Esq. (until 6:10 p.m.); Sheila Mikkelson, Library Director; Dina Meddings, Board Secretary; Donald Brown, Council Liaison (5:05 to 5:42 p.m.)

Absent: Mayor Anthony DellaPia

Election of Officers:

It was moved by Whitney Huston and seconded by Vicky Binetti to appoint Lisa Bertolini as Board President. All in favor. Motion carried.

It was moved by Vicky Binetti and seconded by Gina Gurcsik to appoint Whitney Huston as Board Secretary. All in favor. Motion carried.

It was moved by Whitney Huston and seconded by Gina Gurcsik to appoint Jane Crocker as Board Treasurer. All in favor. Motion carried.

Committee Appointments:

The following committee changes were made:

Budget: Lisa, Jane, Vicky

Personnel: Lisa, Jane, Vicky

Policy: Lisa, Cathy, Whitney

Building and Grounds: Lisa, Sal, Frank

Swearing in of New Board Members: Catherine Matos was sworn in by Joe Alacqua as a returning board member.

Professional Services Appointments: A summary of the quotes received for professional services for 2026 was provided in the board packets.

Resolution No. 2026-1 was moved by Jane Crocker and seconded by Whitney Huston to appoint Nightlinger, Colavita & Volpa, PA of Williamstown as the library's auditor for 2026 at a cost of \$7,450.00. All in favor. Passed unanimously.

Resolution No. 2026-2 was moved by Whitney Huston and seconded by Jane Crocker to appoint The Pettit Group, LLC of Sewell as the library's engineer for 2026 at costs consistent with their proposed fee schedule, not to exceed a \$500 threshold. All in favor. Passed unanimously.

Resolution No. 2026-3 was moved by Whitney Huston and seconded by Vicky Binetti to appoint Joseph A. Alacqua, Esq., of Sewell as the library's solicitor for 2026 with an annual retainer of \$8,600.00. All in favor. Passed unanimously.

Annual Resolutions:

Resolution No. 2026-4 was moved by Shaun Giberson and seconded by Whitney Huston to designate TD Bank and State of New Jersey Cash Management as depositories. All in favor. Passed unanimously.

Resolution No. 2026-5 was moved by Whitney Huston and seconded by Vicky Binetti to authorize Jane Crocker (Board Treasurer) and Lisa Bertolini (Board Secretary) to sign checks to pay library expenses and to authorize library personnel to use signature stamps to accomplish this. All in favor. Passed unanimously.

Resolution No. 2026-6 was moved by Whitney Huston and seconded by Jane Crocker to authorize certain payments prior to approval of the bill list in the event of a delay or cancellation of the regularly scheduled board meeting. All in favor. Passed unanimously.

Resolution No. 2026-7 was moved by Shaun Giberson and seconded by Whitney Huston to authorize certain library employees to deposit funds into the library's accounts. All in favor. Passed unanimously.

Resolution No. 2026-8 was moved by Whitney Huston and seconded by Gina Gurcsik to designate South Jersey Times and The Sentinel as the library's official newspapers. All in favor. Passed unanimously.

Resolution No. 2026-9 was moved by Whitney Huston and seconded by Vicky Binetti to establish regular board meeting dates for 2026. The meeting time was amended to 5:30 p.m. All in favor. Passed unanimously.

Minutes: It was moved by Jane Crocker and seconded by Whitney Huston to approve the minutes of the December 2025 Board meeting. All in favor with Gina abstaining due to her new appointment to the board. Motion carried.

President's Report: Lisa did not have a formal report.

Treasurer's Report: Resolution No. 2026-10 was moved by Vicky Binetti and seconded by Whitney Huston to authorize payment of all obligations on the January 2026 bill list, in the amount of \$137,488.15. All in favor. Passed unanimously.

Director's Report: Sheila received a bill from the township for snow removal from January 19th for \$375.51. She advised the budget committee meet to discuss this, as the total budget for the year is only \$500.00, as the library has not received any snow removal bills since signing the shared services agreement in 2019.

Sheila has been investigating companies to rebuild the library's website to be compliant with new ADA regulations. She relayed the information and her recommendation to the board. Resolution No. 2026-11 was moved by Jane Crocker and seconded by Whitney Huston to amend the 2026 budget and accept the proposal from IonicNet in the amount of \$6,500.00 to rebuild the library's website. All in favor. Passed unanimously.

Sheila stated that two job advertisements are currently posted to fill the open position of Systems Librarian; one is Systems Librarian and the other is Technology Coordinator, for which the job description needs to be officially accepted and added to the salary scale. A discussion was had about outsourcing IT needs. Sheila will investigate companies for this purpose in tandem with conducting interviews for the open position. Resolution No. 2026-12 was moved by Whitney Huston and seconded by Shaun Giberson to approve the job description for Full-Time Technology Coordinator. Roll Call: Bertolini: Yes; Binetti: Yes; Crocker: Yes; Giberson: Yes; Gurcsik: No; Huston: Yes; Indriso: Yes; Matos: Yes; Coppola: Yes. Resolution passed. Resolution No. 2026-13 was moved by Whitney Huston and seconded by Jane Crocker to amend the policy manual, revising Policy 10.13 Salary Ranges, to include the Full-Time Technology Coordinator position. Roll Call: Bertolini: Yes; Binetti: Yes; Crocker: Yes; Giberson: Yes; Gurcsik: No; Huston: Yes; Indriso: No; Matos: Yes; Coppola: Yes. Resolution passed.

Sheila reported various increased statistics and multiple patron compliments received by staff during the month.

Vicky stated that the energy audit to be conducted requires some preliminary building information. She will send over the list to Sheila and Dina. The audit is free to the town and will be underwritten by the Board of Public Utilities.

Whitney asked about the new adult book bundles. Sheila stated that the Book Club in a Bag bundles just launched and the lists are available on Facebook.

Lisa asked what plans are underway for the library's 60th anniversary. We currently have a "Reader of the Week" and are looking for volunteer submissions. Anniversary programs are being scheduled for April, Sheila distributed 60th anniversary T-shirts, and there is a 60 books reading challenge.

Shaun asked about obtaining a Free Little Library for Thomas Jefferson Elementary School. Sheila will plan for this and Shaun provided her with the principal's contact information.

Shaun suggested we utilize connections with the Chamber of Commerce and/or the Rotary Club for recommendations for outsourced technology companies.

A discussion was had about library closing procedures for inclement weather.

Adjournment: It was moved by Jane Crocker and seconded by Shaun Giberson to adjourn the meeting at 6:21 p.m. All in favor. Motion carried.