

# CAPE MAY COUNTY LIBRARY

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DEBORAH POILLON.  
Library Director

E. MARIE HAYES  
Freeholder

Minutes of the Regular Meeting of the Cape May County Library Commission held on Wednesday, February 21, 2018 at 1:30pm, in the Board Room of the Cape May County Library in Cape May Court House, NJ.

Present: Mr. Hutchinson, Chair  
Mrs. Henderson, Vice Chair  
Mr. Ludgate  
Deborah Poillon, Library Director

1. Mr. Hutchinson called the meeting to order and announced it was being held in accordance with the Open Public Meetings Act.
2. The minutes of the meeting of January 17, 2018 were presented for review and approval. Mrs. Henderson made a motion to approve the minutes, which Mr. Ludgate seconded. The motion passed unanimously.
3. Poillon presented the bills for the month of February for review and approval for payment. The lists of bills were discussed. Poillon noted that the \$89,801 payment to the County was for the 2017 4<sup>th</sup> quarter Shared Service Agreement and that the \$12,034 payment to Ebsco was for a database. Mr. Hutchinson made a motion to approve the bills for payment, which Mrs. Henderson seconded. The motion passed unanimously.
4. Under old business:
  - a. Poillon reported that the feasibility study RFP should be posted within weeks and that a Shared Service Agreement between Cape May City and the CMCLC about the feasibility study was being drafted by County Counsel. This will include payment information.
5. Under new business:
  - a. Poillon reported that she has questioned the administrative fee in the new Shared Services Agreement between the County and the CMCLC for use of the fuel pumps.
  - b. Poillon reported that Staff Day this year would be held on April 20<sup>th</sup>.
  - c. Poillon reported that the Court House location would be closed an upcoming weekend, as all power to the building will need to be shut off to repair the main generator. The branches will remain open but will have limited service.
  - d. Poillon asked the CMCLC if they would like to change the November meeting date to avoid the Thanksgiving holidays. The CMCLC agreed and chose November 14<sup>th</sup> for the meeting.
  - e. Resolution February 2018 #1, Approving Appointments & Salaries, was introduced. Mr. Hutchinson made a motion to accept the resolution, which Mrs. Henderson seconded. The resolution passed unanimously.
  - f. Resolution February 2018 #2, Separation of Staff, was introduced. Mrs. Henderson made a motion to accept the resolution, which Mr. Ludgate seconded. The resolution passed unanimously.
  - g. Resolution February 2018 #3, Granting & Amending LOAs, was introduced. Mrs. Henderson made a motion to accept the resolution, which Mr. Ludgate seconded. The resolution passed unanimously.
  - h. Resolution February 2018 #4, the 2018 Final Budget, was introduced. Mr. Hutchinson made a motion to accept the resolution, which Mr. Ludgate seconded. The resolution passed unanimously.
6. The miscellaneous income for January was \$15,555.63.
7. It was noted that the statistics for the month of January were listed on the agenda.
8. There being no further business, the Commission adjourned.