

**South Plainfield Library Board of Trustees Meeting Minutes April 9, 2024**

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:00 pm. President Nagel-Smiley announced that the meeting was held in accordance with the Open Public Meeting Act and as such, proper notice of the meeting was published in the official newspapers, The Observer, The Courier-News and The Home News Tribune.	
Roll Call	Trustees Present: Cheryl Nagel-Smiley, President; Gary Jones, Vice President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Robert A. Bengivenga; Janine Kupcho; Annemarie Stoeckel; Excused Absent: Stephanie Wolak	
National Library Week 2024	Cheryl shared that April 7 - 13 is National Library Week. The Friends will provide lunch for the staff on April 19th. April 9 is National Library Workers' Day and she also provided a box of candy for staff.	
Financial Disclosure Paperwork	Cheryl reminded the Trustees to complete their Financial Disclosure Paperwork as it is required by law.	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Gary seconded the motion.	Motion carried unanimously with Bob abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15582 - #15631 totaling \$158,184.59) and called for a motion. Linda explained that the high amount was due to the yearly payment for Pensions, Health and Dental. Janine motioned to accept the voucher payments. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Gary seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Bob motioned to accept the report. Gary seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Gary motioned to accept the report. Bob seconded the motion. Cheryl thanked Melissa, Gary, and Ray for aiding Linda with the incidents that happened this month since she was out of the country. Cheryl also explained that a bogus email was sent to Trustees using her gmail account which she never uses. She advised Trustees to delete any emails sent to them from this gmail account. Also if she were to send any information to all Trustees she forwards to Linda who in turn sends to Trustees.	Motion carried unanimously.

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Finance and Budget/ Treasurer's Report	Melissa presented the bank statement. There were no questions.	The bank statement was accepted.
Buildings and Grounds Report	Bob updated that Linda is working with DPW to get work completed.	Bob asked all to keep Len Miller in their prayers, as he will undergo open heart surgery.
Policy Report	Gary stated that a committee meeting will be scheduled once he returns, since a workable date could not be reached for this meeting.	
Personnel Committee Report	Cheryl explained that the Board agreed to have Linda interview potential librarians since there was a vacancy. She asked Linda to share information about the new part time librarian which will be voted on during New Business. Linda spoke about Leala Arnold's experience with school and public libraries.	
Technology Committee Report	Annemarie stated that there are no updates.	
Capital Projects Committee	Ray said the committee met to discuss ideas based on the Strategic Report which are listed in the Proposed Capital Project Plan Worksheet: 2024-2026. Details about and pictures of the Charlie Cart were shared. Ray said the Committee is ready to move forward. The group discussed Strategic Plan feedback and ideas about making more room available for patron use.	Linda will make requested revisions to the Plan Worksheet to indicate money may be moved from one line item to another if needed and then Trustees will be notified at next meeting.
Community Relations Committee	Cheryl stated that there are no updates at this time.	
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Bill stated there are no updates at this time. Cheryl asked Bill about the Test Scores and Loss of Funding recently in the news, and Bill gave an update about a need to improve Elementary Language Arts scores and about how they are dealing with the loss of funding.	
Board President's Report	<ol style="list-style-type: none"> <li>1) Cheryl stated that she could not attend the National Library Week Proclamation Ceremony since she was out of the country and thanked Linda, Mija, Eddie, and Stephanie W. for attending.</li> <li>2) Cheryl stated that there was no damage from the earthquake.</li> <li>3) Cheryl said Spanish class is moving along.</li> </ol>	

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Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Bob motioned to open Public Comment. Bill seconded the motion.</p> <ul style="list-style-type: none"> <li>• Lisa reported for the Library Friends: <ul style="list-style-type: none"> <li>• Renewed the Morven, Newark, Battleship New Jersey and American Revolution museum passes.</li> <li>• Voted to get the NASW Aviation Museum Pass and the code that will provide a discount at the Crayola Experience.</li> <li>• The group reviewed Other Library Museum Passes and compiled a list of museums that Stephanie B. should find out more information about.</li> <li>• As per suggestions from Annemarie the Friends discussed and then voted to use a recent \$3,000 donation as follows: <ul style="list-style-type: none"> <li>• \$1,000 for museum passes</li> <li>• \$1,000 for a scholarship for a person employed by the library or living in town who is enrolled in a graduate library sciences program</li> <li>• \$1,000 for a scholarship for a High School Senior/dedicated library patron who is enrolled in a 2 or 4 year college program.</li> </ul> </li> <li>• Annemarie provided PayPal with the information required to get the Friends approved for the “Giving” option that allows donation payments without a transaction fee.</li> <li>• Camille found an organization to present a 45 minute Journey through African American Music for Juneteenth, Yearning to Learn. The Friends voted to approve the \$637.50 needed if the cost is split between the Friends and the Library Board.</li> <li>• The Friends introduced themselves to our new Friend, Janice King and welcomed her to the group.</li> </ul> </li> </ul>	
New Business - Approval of the 2024 – 2026 Capital Plan	Cheryl called for a motion. Ray motioned to approve the 2024 – 2026 Capital Plan. Bill seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval to hire Leala Arnold as a PT librarian	Cheryl called for a motion. Bill motioned to approve the hiring of Leala Arnold as a PT librarian at a rate of \$34.28 per hour. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Gary motioned to close Public Comment. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	Bob asked everyone to have a nice April and keep Len in their prayers. Annemarie hopes that everyone enjoys the beautiful day and wished Bob a happy birthday.	

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Trustees Remarks	<p>Bill asked Linda to keep him updated about kids' behavior at the Library. He said he feels they are rounding 3rd in the school year.</p> <p>Ray shared that the Landscaper donated two boulders: one will be used for Frank's plaque and one will be set next to the Dorothy statue. Ray also stated that the installation for the shade at Willow Park as begun.</p> <p>Gary thanked Linda for her handling of recent issues. Gary wished everyone a nice April and mentioned that he will be away for a while.</p> <p>Melissa said it was quite a couple of weeks, and she had never seen such an elaborate Director's report. Melissa said she is grateful to the Library staff for their caring response to the young people with issues and said kudos to the staff for this.</p> <p>Janine stated she completed the virtual New Trustees training and found it lovely. She said they covered censorship and book bans. Linda mentioned that the recording of this training is available.</p> <p>Cheryl stated we survived an earthquake and an eclipse. Cheryl thanked everyone for helping out while she visited her sister in Europe where they traveled to Germany, Paris and Venice.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> <li>• Arab-American Heritage Month</li> <li>• Autism Awareness Month</li> <li>• Celebrate Diversity Month</li> <li>• Earth Month</li> <li>• National Child Abuse Prevention Month</li> <li>• National Volunteer Month</li> <li>• April 2 – World Autism Awareness Day</li> <li>• April 5 – Laylat al-Qadr (Muslim)</li> <li>• April 9 – Eid-al-Fitr/End of Ramadan (Muslim)</li> <li>• April 12 – National Day of Silence (LGBTQ+)</li> <li>• April 21 – Start of Ridvan (Baha'i)</li> <li>• April 22 – Passover begins (Jewish)</li> <li>• April 22 – Earth Day</li> <li>• April 30 – Passover ends</li> </ul>	
Adjournment of Public Meeting and Start of Executive Session	Cheryl called for a motion. Melissa motioned to close the public meeting and begin the Executive Session. Bill seconded the motion.	Motion carried unanimously.

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Approval of Executive Session Minutes	Cheryl called for a motion. Annemarie made the motion to approve the executive session minutes. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Adjournment	Cheryl called for a motion. Bill motioned to adjourn. Ray seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:43 pm.

Submitted by Lisa Mahon, Secretary to the Board