

South Plainfield Library Board of Trustees Meeting Minutes May 14, 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 (virtually); Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak. Excused Absent: Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Robert A. Bengivenga;	
Approval of Minutes	Cheryl called for a motion. Janine motioned to accept the minutes from the previous meeting. Annemarie seconded the motion.	Motion carried unanimously with Stephanie abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15632 - #15684, and a wire transfer, totaling \$55,349.05) and called for a motion. Gary motioned to accept the voucher payments. Annemarie 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. Janine motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Stephanie called for a motion. Annemarie seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Linda presented the bank statement and explained how funds will be moved from Operating to Capital to prepare for the future. There were no questions.	The bank statement was accepted.
Buildings and Grounds Report	Cheryl stated that there are no updates at this time.	
Policy Report	Cheryl stated that policy updates will be discussed in Executive Session.	
Personnel Committee Report	Cheryl stated that there are no updates at this time.	

South Plainfield Library Board of Trustees Meeting Minutes May 14, 2024

Topic	Discussion	Outcome/To Do
Technology Committee Report	Annemarie stated that there are no updates.	
Capital Projects Committee	Cheryl provided updates: <ol style="list-style-type: none"> 1) Awaiting water softener quote from Culligan 2) Awaiting interior design plans from Parker Interior 3) Shades in Willow Park are up 4) Small staff space can be used for a new refrigerator (which will help store food for large events) 	
Community Relations Committee	Stephanie asked about the plans to honor Frank and Laura Lemos. Cheryl stated that the plaque has been ordered and the stone is set. Stephanie said the Committee will plan for the event when the plaque arrives.	
Mayor's Alternate Report	Cheryl stated that there are no updates at this time.	
Schools Report	Cheryl said that she plans to ask Bill about issues with how students are dressing at next month's meeting.	
Board President's Report	<ol style="list-style-type: none"> 1) Cheryl stated that the Library had Children's Book Week. 2) Cheryl enjoyed the African Foods event, a bigger program. 3) Cheryl said the Mayor highlighted the Library when he spoke at the Breakfast at the Senior Center. 4) Cheryl shared that Tea Cup sales have not been great, as the market may be saturated. She also said that the Friends may try to sell the Tea Cups at the Christmas in July Event. 	
Old Business	There was no Old Business to discuss.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open Public Comment. Annemarie seconded the motion. <ul style="list-style-type: none"> • Lisa reported for the Library Friends: <ul style="list-style-type: none"> • Our Adventure Aquarium tickets were almost half the cost of purchasing a ticket from the Aquarium. Some patrons were purchasing many tickets, possibly for resale. Annemarie told us that other libraries only give a ticket discount of a few dollars. The Friends updated the ticket prices to be a few dollars off. This will be more cost effective and discourage resales. 	

South Plainfield Library Board of Trustees Meeting Minutes May 14, 2024

Topic	Discussion	Outcome/To Do
Public Comments, continued	<ul style="list-style-type: none"> • Lisa reported for the Library Friends, continued: <ul style="list-style-type: none"> • A printout of the NASW Aviation Museum Pass may be used (since it is so far away we had worried about getting the passes back in a timely manner). • Juneteenth Event with Yearning to Learn, 45 minute Journey through African American Music presentation will be on Saturday, June 1st at 11 AM. Cultural Arts will provide the refreshments. • Tea Cup Sales are not doing great. Friends may sell them at Christmas in July event. • Friends Membership Drive will be in the Fall, since membership now runs from September - August. Suggestions for new member benefits included: early access to our book sales, free gifts like tote bags and pens and a card with a QR code for the library webpage with the free things to do in NJ • Program for Asian American Pacific Islander Heritage Month (AAPI) outdoor event May 18th, 10 AM - 12 PM. Linda stated the event may be rescheduled to June, due to poor weather. • Ken stated that the Historical Society will have a table at the NJ History Event at East Jersey Olde Town in Piscataway on May 19th, 10 AM - 4 PM. Ken encouraged everyone to come, even if there is bad weather. The tent will be big. 	
New Business - Approval of Resolution to Transfer \$300,000 from Operating to Capital Account	Cheryl called for a motion. Gary motioned to approve the resolution to transfer \$300,000 from Operating to Capital Account. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Annemarie had no remarks to share.</p> <p>Janine stated that she noticed that everything seems to be slowing down now that we are moving toward Summer.</p> <p>Stephanie shared that she will be providing delicious deserts at the Unico Booth at the Saint Anthony's Fair, June 4th - Jun 8th</p> <p>Gary wished for everyone to enjoy Memorial Day weekend.</p> <p>Cheryl reminded everyone that Memorial Day is a solemn holiday to honor those who gave their lives for our freedom. She shared that it used to be called "Decoration Day" because people decorated the graves of the honored fallen.</p>	

South Plainfield Library Board of Trustees Meeting Minutes May 14, 2024

Topic	Discussion	Outcome/To Do
Trustees Remarks, continued	<p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • ALS Awareness Month • Haitian Heritage Month • Indian Heritage Month • Jewish-American Heritage Month • Mental Health Awareness Month • National Asian American and South Pacific Islander Heritage Month • Older Americans Month • South Asian American Heritage Month • May 5 – Cinco de Mayo • May 5 – Yom Hashoah (Jewish) • May 17 – International Day Against Homophobia, Transphobia and Biphobia • May 20 – Victoria Day (Canada) • May 21 – World Day for Cultural Diversity for Dialogue and Development • May 23 – Declaration of the Bab (Baha'i) • May 29 – Ascension of Baha'u'llah (Baha'i) • May 27 – Memorial Day <p>Stephanie reminded everyone that Armed Forces Day is May 18th</p>	
Public Comments	Cheryl called for a motion. Stephanie motioned to close Public Comment. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Adjournment of Public Meeting and Start of Executive Session	Cheryl called for a motion. Annemarie motioned to close the public meeting and begin the Executive Session. Janine seconded the motion.	Motion carried unanimously.
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Janine seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:12 pm.