

## South Plainfield Library Board of Trustees Meeting Minutes June 11, 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; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Robert A. Bengivenga; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak. Excused Absent: Bill Seesselberg, School Rep; Gary Jones, Vice President	
Approval of Minutes	Cheryl called for a motion. Janine motioned to accept the minutes from the previous meeting. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously with Melissa, Bob and Ray abstaining from the vote.
Approval of Executive Session Minutes	Cheryl called for a motion. Annemarie motioned to accept the Executive Session minutes from the previous meeting. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously with Melissa, Bob and Ray abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15685 - #15726 totaling \$44,651.75) and called for a motion. Melissa motioned to accept the voucher payments. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Ray 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. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl asked what will happen if the rollout of the new system is delayed. Linda answered that they can check out manually if necessary, but Linda is hoping for the best. Cheryl called for a motion. Bob motioned to accept the report. Annemarie seconded the motion.	Motion carried unanimously.
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 stated that all is well. Melissa stated that the building looks like it needs to be power washed.	Linda will contact DPW about getting the building power washed.

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Policy Report	Stephanie said the committee met and considered Tuition Reimbursement. They concluded that because the staff is small, there would be no job opportunities to offer someone completing a Masters that would make tuition reimbursement a feasible option. Cheryl stated that she spoke to Gary, who was disappointed it would not be offered. Cheryl said that Gary will bring up ideas related to the topic at the next meeting. Annemarie shared information about how tuition reimbursement is handled in the school system (education can only be applied to enhancing current position).	Tuition Reimbursement will be voted on during New Business.
Personnel Committee Report	Cheryl stated that there are no updates at this time.	
Technology Committee Report	Annemarie stated that there are no updates.	
Capital Projects Committee	Ray provided updates: 1) Contacted two companies about getting indoor plants. The company chosen has placed plants in the large room and in reception area. 2) Frank Lemos's Rock/Plaque has been installed and the placement looks nice. 3) Linda sent the updated Capital Plan	
Community Relations Committee	Stephanie asked how many more brick orders are needed to be able to send in the order for the brick for Frank. Linda answered that 5 more brick orders are needed.	Linda will find out the cost for ordering less than 10 bricks. She will give information to the Friends.
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Cheryl said that Bill stated he had no updates at this time.	
Board President's Report	1) Cheryl attended the Juneteenth celebration 2) Cheryl worked with the Friends to add the succulents in the teacups. 3) Cheryl couldn't make it to the Taste of Tea event. 4) Cheryl reminded that the Asian American Event will be on Saturday. 5) Cheryl recommended "One Life" movie about saving children during World War II. 6) Cheryl enrolled in the Beginners and Intermediate Spanish Class held Tuesdays at 6 PM.	
Old Business	There was no Old Business to discuss.	

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Public Comments	<p>Cheryl called for a motion. Bob motioned to open Public Comment. Stephanie seconded the motion.</p> <ul style="list-style-type: none"> <li>• Lisa reported for the Library Friends: <ul style="list-style-type: none"> <li>• Museum Passes Brochure - Annemarie updated the brochure to include the Crayola discount code, and she also added the QR code for the webpage with the free things to do in NJ.</li> <li>• Tea Cups Sales - The Friends added succulents to tea cups as a new alternative. They did not sell well, so the price was reduced from \$15 to be \$10. Friends will hold off on tea cup sales, as the market is saturated</li> <li>• Friends Membership Drive - After comparing other town's Friend Membership prices, Annemarie proposed price increases: Individual from \$7.50 to \$10; Family from \$10 to \$15; Student from \$3 to \$5. \$5 Senior, \$25 Sponsor and \$100 Lifetime prices would remain the same. Annemarie created a poster with instructions and a QR code so people can scan the QR code and sign up for Friends Membership easily using their phones.</li> <li>• Museum Passes were voted on - approved museums included: <ul style="list-style-type: none"> <li>• Morris Museum</li> <li>• Guggenheim</li> <li>• Children's Museum of Manhattan</li> <li>• Monmouth Museum</li> </ul> </li> <li>• The current Friends Officers were nominated to continue in their same positions in the coming year. The election will be held at the June meeting.</li> </ul> </li> </ul>	
New Business - Approval of Tuition Reimbursement Policy	<p>Cheryl called for a motion. Bob motioned to approve the Tuition Reimbursement Policy, "The South Plainfield Library does not provide tuition reimbursement." Ray seconded the motion. There was no discussion.</p>	Motion carried unanimously.
Trustees Remarks	<p>Ray hopes everyone enjoys the weather as it gets nice.</p> <p>Melissa wished for everyone to enjoy the summer months. She stated that the Library is great in the summer. Melissa shared she is celebrating that her son, James, is turning 17 on Thursday which means he will be driving.</p> <p>Janine loves how everyone is talking about Summer Reading, and she is getting ready for summer.</p> <p>Stephanie said she put flyers about summer reading in teachers' mailboxes at school recently. She is looking forward to school ending.</p>	

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Trustees Remarks, continued	<p>Bob wished all a wonderful summer and mentioned that he will be away in July (may miss the July meeting) because his brother will be honored as the national president of UNICO. He was nominated by his wife to decorate for his brother's installation event.</p> <p>Annemarie is looking forward to the new ILS system. She is grateful to Jessica for going out to the schools with the summer reading message. Annemarie wished everyone a great summer.</p> <p>Cheryl mentioned Flag Day, June 14th, and said she is disappointed when she sees ripped flags on display or flags displayed at night without a spotlight. She stated that people should learn proper flag etiquette. She noticed a ripped flag at the post office. Bob mentioned he has gone to the post office and also replaces ripped flags when necessary.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> <li>• Alzheimer's and Brain Awareness Month</li> <li>• Black Music Month</li> <li>• National Caribbean American Heritage Month</li> <li>• Pride Month (LGBTQ+)</li> <li>• June 5 – World Environment Day</li> <li>• June 9 – Race Unity Day</li> <li>• June 12 – Loving Day</li> <li>• June 16 – Eid al-Adha (Muslim)</li> <li>• June 19 – Juneteenth</li> <li>• June 20 – World Refugee Day</li> <li>• June 20 – Litha, Summer Solstice (Pagan)</li> <li>• June 21 – National Indigenous Peoples Day (Canada)</li> <li>• June 24 – St-Jean-Baptiste Day (Quebec)</li> <li>• June 28 – Pride Day (LGBTQ+) (varies by city and country)</li> </ul> <p>Bob reminded everyone that the 80th anniversary of D Day was June 6th.</p>	
Public Comments	Cheryl called for a motion. Stephanie motioned to close Public Comment. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Bob seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:40 pm.