

South Plainfield Library Board of Trustees Meeting Minutes August 13, 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; Bill Seesselberg, School Rep; Robert A. Bengivenga; Janine Kupcho; Stephanie Wolak (virtually); Excused Absent: Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Annemarie Stoeckel	
Approval of Minutes	Cheryl called for a motion. Bob motioned to accept the minutes from the previous meeting. Janine seconded the motion. There was no discussion.	Motion carried unanimously with Gary abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15778 - # 15819 totaling \$68,666.39) and called for a motion. Janine motioned to accept the voucher payments. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Janine motioned to accept the report. Gary seconded the motion. Cheryl asked why it was more this month compared to shorter months. Linda explained some months have an additional payroll period causing that difference.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Gary motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Bill motioned to accept the report. Janine 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. Stephanie seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Cheryl presented the bank statement. There were no questions.	The bank statement was accepted.
Buildings and Grounds Report	Bob said there was nothing to report. Linda mentioned that DPW had checked the drains, and Cheryl commented that choosing DPW was a good choice.	
Policy Report	Gary stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that there are no updates at this time.	

South Plainfield Library Board of Trustees Meeting Minutes August 13, 2024

Topic	Discussion	Outcome/To Do
Technology Committee Report	<p>Cheryl reviewed Annemarie's report. Linda explained the need for 3 new staff computers (when multiple programs happen simultaneously). Cheryl asked about plans for the web server. Linda said that web server is working currently, but they are looking to use an outside hosting service in the future.</p> <p>Bill mentioned that Windows 10 support expires in October 2025, not October 2024 (as was stated in Annemarie's report).</p>	
Capital Projects Committee	<p>Cheryl asked Linda the status of capital projects, and Linda replied that everything is moving along. Cheryl reviewed details of the Holiday Decor that will be voted on during new business.</p>	
Community Relations Committee	<p>The Frank Lemos brick shipped today. Stephanie will work with the committee to choose a date for the brick dedication.</p>	
Mayor's Alternate Report	<p>Cheryl stated that there are no updates at this time.</p>	
Schools Report	<p>Bill stated that they are getting ready for the new school year. Bill said the Summer Drama club worked out well.</p> <p>Stephanie asked if the Roosevelt preschool is ready to open for the beginning of the new school year. Bill said it will be.</p> <p>Cheryl related community complaints she found on South Plainfield Strong about new residential development and how it will impact the school district. Bill stated that the concerns are warranted. Cheryl asked if a developer can be made to build a school if building residential homes, and Bill stated, no, not in New Jersey. Cheryl asked where would a new school be built, and Bill said he did not know and finding a site may be difficult.</p>	
Board President's Report	<ol style="list-style-type: none"> 1) The Library staff and Board donated to plant 3 trees in honor of Ray's sister, Donna Jorn. 2) Cheryl explained why the hours change will be voted on in New Business (so staff can complete CPR training). 3) Cheryl explained why the September meeting date change will be voted on in New Business (book sale will be that week, Cheryl and Lisa are not available, it is Back to School Night) 4) Cheryl attended the Howling Woods Wolf event and said the staff did an excellent job at keeping the crowd calm and the event running smoothly. 	
Old Business	<p>There was no Old Business to discuss.</p>	

South Plainfield Library Board of Trustees Meeting Minutes August 13, 2024

Topic	Discussion	Outcome/To Do
Public Comments	<p>Cheryl called for a motion. Janine motioned to open Public Comment. Stephanie seconded the motion.</p> <p>Cheryl (and then everyone) congratulated Ken on the wonderful article about his work at the Library.</p> <p>Lisa shared that the Library sent out an announcement email about and with a link to the new museum passes/tickets web page. Lisa also pointed out the great poster on the wall that matches the info and look of the new web page. Lisa said Annemarie should be congratulated for this wonderful result from all her hard work.</p>	
New Business - Approval of the purchase of new computers	Cheryl called for a motion. Bob motioned to approve of the purchase of new computers as per the technology plan. Stephanie seconded the motion.	Motion carried unanimously with Bill abstaining from the vote, since he has family that works for Dell.
New Business - Approval for change of hours	Cheryl called for a motion. Stephanie motioned to approve the change of hours (closed 10 AM – 1:30 PM for staff training, open 1:30 PM – 8:00 PM to public on August 19, 2024). Bob seconded the motion.	Motion carried unanimously.
New Business - Approval to change the September meeting date	Cheryl called for a motion. Bob motioned to approve changing the September meeting from September 10 to September 17. Janine seconded the motion.	Motion carried unanimously.
New Business - Approval of 2024 holiday lighting	Cheryl called for a motion. Gary motioned to approve 2024 holiday lighting. Bill seconded the motion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned to close Public Comment. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Janine said she and her family have been enjoying all the wonderful variety of Library programs this summer and she looks forward to keep coming back for more.</p> <p>Bob said it's good the weather changed so nicely. Bob shared that his brother was sworn in as Unico National President.</p> <p>Stephanie told everyone to enjoy summer.</p> <p>Bill told everyone to enjoy the last few weeks of summer.</p> <p>Gary told everyone to have a nice safe Labor Day holiday. Gary stated that it was nice to watch the Olympics and see the US do so well. Kudos to the Athletes.</p>	

South Plainfield Library Board of Trustees Meeting Minutes August 13, 2024

Topic	Discussion	Outcome/To Do
Trustees Remarks, continued	<p>Cheryl said to enjoy the summer and the break from the bad heat, which was bad everywhere. Cheryl's sister in Germany reported temperatures in the 100s. Cheryl also invited everyone to attend the parade where she will be a judge. Cheryl noted that Stephanie and Bill were on the parade committee.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • National Civility Month • August 7 – Purple Heart Day • August 9 – International Day of the World's Indigenous People • August 13 – Left-Handers Day • August 17 – Marcus Garvey Day (Jamaican) • August 19 – World Humanitarian Day • August 21 – Senior Citizens Day • August 26 – Women's Equality Day • August 26 – Krishna Janmashtami (Hindu) <p>Stephanie suggested we acknowledge Board Members' upcoming birthdays at meetings:</p> <ul style="list-style-type: none"> • Stephanie July 10th • Ray July 17th • Bill September 16th • Gary February 23rd • Cheryl December 1st • Janine April 22 • Bob April 19th • Linda August 5th • Lisa May 13th • Need to find out Annemarie's and Melissa's birthdays 	
Adjournment	Cheryl called for a motion. Bob motioned to adjourn. Stephanie seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:42 pm.