

South Plainfield Library Board of Trustees Meeting Minutes October 8, 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; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak (arrived at 6:06 pm); Excused Absent: Robert A. Bengivenga;	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Gary seconded the motion. There was no discussion.	Motion carried unanimously with Bill abstaining from the vote. Stephanie was not present for the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #158678 - #15923 totaling \$78,989.57) and called for a motion. Annemarie 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. Gary motioned to accept the report. Melissa seconded the motion. Janine asked about the salary line. Linda replied that it was due to timing.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Janine motioned to accept the report. Annemarie seconded the motion. There was no discussion. Cheryl commented that the report is up to date now	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Gary motioned to accept the report. Bill 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	Cheryl said there are no updates at this time.	
Policy Report	Gary stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated a part time employee, Stephanie, gave notice and Linda is advertising for a replacement. Cheryl asked to meet with the committee briefly after the meeting.	

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Technology Committee Report	Annemarie stated she will email the committee about a time to meet about a server hosting service and a website provider.	
Capital Projects Committee	Ray stated there are no updates at this time, but feel free to contact him with ideas.	
Community Relations Committee	Stephanie stated that Fall Festival is this weekend, feel free to come to volunteer. Stephanie said she will be getting the supplies for the festival. The Memorial Dedication for Frank Lemos will be on 11/9/2024 at 10 am. Cheryl will speak.	Invitations will be extended to the Library Friends and the Mayor and Borough Council.
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Cheryl asked about the busing complaints, and Bill replied that parent concerns have calmed down.	
Board President's Report	<ol style="list-style-type: none"> 1) Cheryl stated that the weather for Fall Festival will be great. 2) Cheryl and Stephanie Bonanno will dress in costumes and give out books at Trunk and Treat. 3) A new Crafting Event will be held on 10/16 6:00 - 7:00 pm where people will display and share their crafting creations. 4) Cheryl encouraged everyone to vote. 5) 10/20 - 10/26 is National Friends of the Library week. Cheryl encourage people to join. 	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Stephanie motioned to open Public Comment. Gary seconded the motion.</p> <p>Lisa shared:</p> <ul style="list-style-type: none"> • 14 new Friends signed up during the summer membership drive for a total of \$313 raised. Six of the new members are interested in attending meetings. • The Friends raised \$3,020 from the Book Sale (\$2,473 in Cash; \$547 from Credit Card purchases). • Our museum pass/ticket numbers show that implementing new policies/practices and creating effective promotional materials/communications for the museum pass program has had a positive impact with passes being used more and ticket sales up. • The Friends voted to support Fall Festival and get more books for Trunk and Treat. 	

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Public Comments, continued	<ul style="list-style-type: none"> • The Friends voted to provide funds to get Lego sets for our winter holiday raffles. Stephanie told about the sets she got for half off for the raffles: great sets for smaller kids and Hogwarts/Owl Sets for Families. • The Friends discussed possibly using holiday tea cups to make candles, will discuss this further at the next meeting. 	
New Business - Approval to dedicate a study room to donor Ms. Tsung-Chuan Jan	<p>Cheryl provided some background about the donor and her past generosity. Cheryl called for a motion. Stephanie motioned to approve dedicating a study room to donor Ms. Tsung-Chuan Jan in appreciation of her \$10,000 donation. Bill seconded the motion.</p> <p>There was some discussion about how to handle/honor anonymous donors. Cheryl stated this can be discussed further in the future.</p>	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned to close Public Comment. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Ray stated that everything is going smoothly.</p> <p>Gary asked for everyone’s thoughts for the people suffering in Florida due to the hurricanes.</p> <p>Melissa also asked for everyone’s thoughts and prayers for the people in Florida and North Carolina.</p> <p>Janine will be around on Saturday to help. Janine stated how great it is when kids give back to the community.</p> <p>Stephanie stated “progress”.</p> <p>Annemarie said she has friends in Florida that had to evacuate, and that she hopes it does not get as bad as they are predicting. She also notes that our weather will be good for Fall Fest.</p> <p>Bill stated “progress”.</p> <p>Cheryl said she spoke to friends in North Carolina and thankfully they are ok.</p> <p>Cheryl mentioned what is on this month’s Diversity Events Calendar.</p> <ul style="list-style-type: none"> • Breast Cancer Awareness Month • Bullying Prevention Month • Domestic Violence Awareness Month • Filipino-American Heritage Month • German-American Heritage Month • Italian-American Heritage Month • LGBTQ History Month 	

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Trustees Remarks, continued	Diversity Events Calendar, continued. <ul style="list-style-type: none"> • National Work and Family Month • Polish-American Heritage Month • Family History Month • October 2 – International Day of Nonviolence • October 2 – Rosh Hashanah begins (Jewish) • October 3 – Navrati begins (Hindu) • October 10 – World Mental Health Day • October 11 – National Coming Out Day (LGBTQ+) • October 11 – Yom Kippur (Jewish) • October 14 – National Indigenous Peoples’ Day (United States) • October 14 – Thanksgiving Day (Canada) • October 16 – Sukkot (Jewish) • October 16 – Bosses’ Day • October 19 – Spirit Day (LGBTQ+ anti-bullying) • October 20 – Birth of the Bab (Baha’i) • October 20 – Sikh Holy Day (birth of Guru Granth) • October 21 – Waste Reduction Week • October 22 – International Stuttering Awareness Day • October 31 – Halloween • October 31 – Diwali (Hindu) 	
Adjournment	Cheryl called for a motion. Melissa motioned to adjourn. Stephanie seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:35 pm.