

South Plainfield Library Board of Trustees Meeting Minutes November 12, 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.	
Before the Meeting Comments	Cheryl gave kudos to Stephanie, Janine and Annemarie for their help to make Frank's Memorial Dedication meaningful and moving for the family. Cheryl shared that the Mayor and most of the council attended. Cheryl and the mayor spoke and the mayor, council and former councilman Ray presented a South Plainfield service pin to Frank's family. Cheryl also gave kudos to Linda, Mia, Jessica and all the Moms who helped make the Diwali celebration a great success.	
Roll Call	Trustees Present: Cheryl Nagel-Smiley, President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Robert A. Bengivenga; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak; Excused Absent: Gary Jones, Vice President	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously with Bob abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15924 - #15973 totaling \$64,289.01) and called for a motion. 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. Janine seconded the motion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Annemarie seconded the motion. Linda mentioned that line 3 has the fines that will be voted on later in the meeting. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Stephanie motioned to accept the report. Bob seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Melissa presented the bank statement. Melissa stated that the 2023 Audit Report is available for review. Melissa explained that the first few pages of the Audit Report have a summary of the report. Melissa mentioned that the Finance Committee needs to meet to set the 2025 budget. There were no questions.	The bank statement was accepted. The Auditors will review the report at the December meeting.

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Buildings and Grounds Report	Bob stated that everything is under control.	
Policy Report	Cheryl stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that the Board will vote on hiring two new part time Library Assistants later during New Business. Linda explained that the new hires will help with weekend scheduling since Saturdays can be challenging to schedule. Cheryl mentioned that 2025 salaries will be discussed in the Executive Session.	
Technology Committee Report	Annemarie stated that the committee met with Daniel, technology advisor, to review websites of other libraries in the Consortium and narrowed down the choices to three website providers. They also reviewed Jersey Connect a free hosting service that all three website providers can work with.	The Committee will present their server website provider and hosting service recommendations at the December meeting.
Capital Projects Committee	Ray stated they are winding down the year. Stephanie asked when the holiday lights will be lit, and Ray replied that they are waiting to find that out. Stephanie asked if the lights can be lit on Dec. 1st, and Ray replied that they should be able to do so.	
Community Relations Committee	Stephanie stated that Fall Festival went very well and thanked Bob, Annemarie and Janine for their help. Stephanie read a note from Frank's family about their appreciation for his Memorial Dedication. Cheryl said that Tap Into South Plainfield asked her for a copy of her speech and asked some questions about the ceremony. Cheryl explained that Frank was a sitting Board Member at the time of his death and about his dedication to working for the community in various ways. Stephanie provided photos to Tap Into also.	
Mayor's Alternate Report	Ray stated that the Mayor's Office was very impressed with what goes on here and with Linda and the staff.	
Schools Report	Bill stated that there are no updates at this time.	
Board President's Report	1) Cheryl, Stephanie Bonanno, Carol and Eileen dressed in costumes and give out all but 25 of the books at Trunk and Treat. 2) Cheryl attended the Chinese Calligraphy class.	

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Board President's Report, continued	<p>3) Cheryl reminded that Ray, Annemarie, Gary and Cheryl's terms are up soon. Bill does not apply but checks with the School Superintendent if he is to continue as her representative.</p> <p>4) Cheryl asked if the Board wants to do a desert table for the December meeting or skip it. Annemarie suggested just having some goodies on the tables at the meeting instead.</p>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Bob motioned to open Public Comment. Melissa seconded the motion.</p> <p>Lisa shared:</p> <ul style="list-style-type: none"> • The Friends used some funds from the \$10,000 donation to the Scholarship Programs. One additional scholarship will be added to each type: <ul style="list-style-type: none"> • Scholarship for Library Sciences Graduate Level Student who works for the South Plainfield Library or lives in town. The Friends will form a committee to review applications. • Scholarship for High School Senior who has been dedicated to the library for their undergraduate studies. The South Plainfield Educational Foundation will help determine appropriate applicants. • The Lego sets for our two winter holiday raffles were presented to the Friends: Hogwarts Castle and Hedwig Owl Sets for older children (that a whole family might enjoy building with together) and multiple sets for ages 6 and up • Information about what we did for Fall Festival and Trunk and Treat in the past was provided to some new Friends who attended the meeting and the new Friends shared information about themselves. 	
New Business - Approval of Cleaning Company - 7 Day Contract	Cheryl called for a motion. Bob motioned to approve the Cleaning Company Contract. Bill seconded the motion.	Motion carried unanimously.
New Business - Approval of Part Time Library Assistants at \$18.50/hour	<p>Cheryl called for a motion. Annemarie motioned to approve the hiring of Part Time Library Assistants Bianca Sneed and Richard Lorenzo. Melissa seconded the motion.</p> <p>Stephanie asked how many hours will the Assistants be given per week. Linda replied between 8 - 10 hours.</p>	Motion carried unanimously.
New Business - Approval to Donate All Fine Money Collected Before Dec. 10th to Social Services	Cheryl called for a motion. Stephanie motioned to donate the fine money to Social Services. Janine seconded the motion.	Motion carried unanimously.

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Public Comments	Cheryl called for a motion. Annemarie motioned to close Public Comment. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Executive Session Opening	Cheryl called for a motion. Stephanie motioned to enter into Executive Session. Bob seconded the motion.	Motion carried unanimously.
Executive Session Closing	Cheryl called for a motion. Bill made the motion to close executive session, Janine seconded the motion.	Motion carried unanimously.
New Business - Approval of 2025 Salaries	Cheryl called for a motion. Annemarie motioned to approve 2025 salaries with the 3.25% increase and adjustment to a part time supervisor librarian's salary with the understanding the Board may need to revisit some salaries in the new year when NJLA provides recommended minimum salary guidelines for 2025. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Bob stated that Fall Fest was a beautiful event, and he really enjoyed his time holding down the tent (literally, because the wind almost blew it away!). He was sorry to miss Frank's dedication but unfortunately he had a prior commitment. Bob also said that the American Legion did a wonderful ceremony yesterday for Veteran's Day at Aristacare as well as at the local schools. He really enjoys meeting the children and getting to interact with them as they ask questions. This is the best way for them to learn history, and history is important. Regarding the Guinness World Record that was broken in the library, Bob can't believe that the guy was able to type it out in 3.5 seconds because it would have taken Bob 35 MINUTES to do the same! He hopes everyone has a Happy Thanksgiving and he will see you all next month.</p> <p>Stephanie stated that October was a very long month, but it was full of many good things!</p> <p>Janine exclaimed Progress!</p> <p>Melissa said she was sorry to miss everything that was going on at the library over the past several weeks, but her son James has kept her extremely busy with cross country meets and college visits. He was lucky enough to make it into state finals, and even though he didn't place as high as he hoped he had a great experience. Now is a good time for all of us to be grateful. Happy Thanksgiving.</p> <p>Ray gave kudos to the ladies for all of the wonderful events that have gone on at the library and said it is apparent to everyone what a positive impact that library has on the community, even the mayor and council commented on how impressed they are with the work that the library does when they were here for Frank's dedication ceremony.</p>	

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Trustees Remarks, continued	<p>Bill stated that Fall Fest was a great event, and he was very happy that both the library and the Friends of the Library were able to participate in the borough's Trunk or Treat event.</p> <p>Annemarie stated that there are a lot of great things going on at the library! She's glad that the weather cooperated for all of the events, but now she hopes that we get some very desperately needed rain. She wishes everyone a happy and healthy Thanksgiving.</p> <p>Cheryl started her remarks but was interrupted when Ray jokingly asks if she can get through her report in less than 3.5 seconds. Cheryl promises to try. Cheryl thanked everyone for their contributions to the Board, and said this is one of the few committees she has worked with in her career where we can disagree without being disagreeable.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • Diabetes Awareness Month • National Native American, American Heritage Month • November 1-2 – Día de Muertos • November 1 – All Saints' Day (Roman Catholic) • November 1 – National Stress Awareness Day • November 2 – All Souls' Day • November 9 – World Freedom Day • November 9 – World Adoption Day • November 11 – Remembrance/Veterans Day • November 12 – Birth of Baha'u'llah (Baha'i) • November 13 – World Kindness Day • November 16 – International Day for Tolerance • November 19 – International Men's Day • November 20 – Transgender Day of Remembrance • November 20 – Universal Children's Day (Human Rights, U.N.) • November 28 – Thanksgiving • November 25 – Day of the Covenant (Baha'i) • November 27 – Ascension of Abdu'l-Baha (Baha'i) 	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:27 pm.