

## South Plainfield Library Board of Trustees Meeting Minutes December 10, 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; Bill Seesselberg, School Rep; Robert A. Bengivenga; Janine Kupcho (departed at 6:31 pm); Annemarie Stoeckel; Stephanie Wolak; Excused Absent: Gary Jones, Vice President Guest Presenter: John Perez, CPA from Kaufman Diamond	
Audit Presentation from Kaufman Diamond	John Perez, NJ CPA and Kaufman Diamond Partner reviewed what is done in an audit. John explained that during an audit there is a test of the numbers. Procedures are checked by reviewing Board Meeting minutes. Cheryl, the library's bookkeeper is consulted during the audit and an auditing program analyzes data and tells what should be reviewed. John stated that the Library's finances are being handled well, and that the most important part of the Audit Report is the Opinion section. John said that he has never seen a problem with payroll. Four random months are reviewed to validate numbers. In John's opinion, Cheryl, the bookkeeper does a very good job, the Board Meeting minutes show an active well run Board, and having long term employees show that it is a good operation. Melissa asked about sections of the report and John replied that the Opinion section is the most important.	John thanked the Board for their time and the opportunity to present.
Presentation of Donation to South Plainfield Social Services	Cheryl presented Heather Barry with a \$3,675 donation check.	Heather thanked the Board for their donation.
Approval of Minutes	Cheryl called for a motion. Bill motioned to accept the minutes from the previous meeting. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15974 - #16022 totaling \$74,032.39) 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. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.

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Statistical Report Review	Cheryl called for a motion. Stephanie motioned to accept the report. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Bob motioned to accept the report. Stephanie seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Melissa presented the bank statement. Melissa reviewed the 2025 Budget. Bill asked if the Fine Collection Agency is being paid a fee for their services. Linda said she would check, because in her opinion, they should not be, since they keep half of the fine amounts collected. Linda mentioned many libraries have eliminated fines and Melissa asked some clarification questions about that. Linda stated that the South Plainfield Library fine money being given to Social Services is a good tradition that should be kept. The Board Members agreed.	The bank statement was accepted. The 2025 budget will be voted on in New Business.
Buildings and Grounds Report	Bob stated that all is well. Stephanie mentioned that the lighted sign by the Police/Library entrance is not lit on one side, and Bob replied that he would look into that.	
Policy Report	Cheryl stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that the NJLA published that the pay increase amount is 2.0675% and that this will be addressed in future meetings.	
Technology Committee Report	Annemarie reviewed the Technology Committee Report and its recommendation of Renaissance Web Solutions for the library's web provider. Cheryl asked about the maintenance options available with Renaissance Web Solutions and IonicNet. Annemarie explained the options noting that Renaissance is more flexible and does not have a minimum requirement.	Renaissance Web Solutions as the Library's web service provider will be voted on in New Business.
Capital Projects Committee	Ray stated that all projects for the year have been completed	
Community Relations Committee	Stephanie stated that there are no updates at this time.	
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Bill stated everyone is concentrating on preparing for the holiday concert. Cheryl stated that Jailene represented the library at the South Plainfield Schools ESL Parents' Meeting	

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Board President's Report	<ol style="list-style-type: none"> <li>1) Cheryl shared that she attended the Finance and Technology Committees' meetings.</li> <li>2) Cheryl said that she read books to a K-1 autistic class (arranged by the Senior Center).</li> </ol>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Stephanie motioned to open Public Comment. Bob seconded the motion.</p> <p>Ken stated that the History Center is working on a new display for the new year. Cheryl asked about the status of getting a cabinet/display case for artifact displays, and Ken replied that he will check on that.</p> <p>Lisa shared at the last Friends of the Library Meeting:</p> <ul style="list-style-type: none"> <li>• The Friends reviewed old business including Trunk and Treat and the Lemos Memorial Dedication.</li> <li>• The Friends reviewed plans to sell holiday lego set raffle tickets at the Dec. 18th Santa event. The raffle drawing will be Dec. 19th.</li> <li>• Annemarie reviewed the Scholarship Guidelines with the Friends. After discussion it was decided that due to AI writing apps, the essay question would be an interview question instead.</li> <li>• There will be no December Friends meeting.</li> </ul>	
New Business - Approval of the 2023 Audit	Cheryl called for a motion. Bob motioned to approve the 2023 audit. Bill seconded the motion. There was no discussion.	Motion carried unanimously. Janine departed before the vote.
New Business - Approval of the 2025 Budget	Cheryl called for a motion. Annemarie motioned to approve the 2025 budget. Ray seconded the motion. There was no discussion.	Motion carried unanimously. Janine departed before the vote.
New Business - Approval of Renaissance Web Solutions as the Library's web service provider	Cheryl called for a motion. Stephanie motioned to approve Renaissance Web Solutions as the Library's web service provider. Bob seconded the motion. There was no discussion.	Motion carried unanimously. Janine departed before the vote.
Public Comments	Cheryl called for a motion. Melissa motioned to close Public Comment. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Approval of Executive Session Minutes	Cheryl asked for Lisa and Ken to step out during the Executive Session. Cheryl called for a motion. Annemarie motioned to approve the Executive Minutes. Ray seconded the motion. There was no discussion.	Motion carried unanimously.

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Trustees Remarks	<p>Annemarie said she is happy about the Library’s new NY Times subscription. Annemarie wished everyone a safe and peaceful holiday season.</p> <p>Bill wished all a happy holiday season. Stephanie asked Bill if there will be any changes to the school libraries coming in the new year, and Bill replied no, they were not receiving interest from library worker applicants.</p> <p>Ray congratulated Bob on receiving a commemorative quilt in honor of his military service. Ray also stated that the holiday lights really good this year. Ray said he spoke to Santa Ed who said he really enjoys playing Santa at the library. Ray shared that he recommended Annemarie and Cheryl for reappointment to the Board.</p> <p>Melissa stated that the holiday lights are exceptional this year. The SAT Tutor who works with Melissa’s child mentioned how wonderful the Library staff is helping the Tutor’s 5 year old child find appropriate reading material for his age (since he reads a couple of levels above his age range). Melissa wished everyone a safe and happy holiday season. Stephanie also wished everyone a safe and happy holiday season.</p> <p>Bob said he was very surprised by the presentation of the commemorative quilt in honor of his military service and that the event was very good and enjoyable. Bob wished everyone a happy holiday season, Christmas and New Year’s.</p> <p>Cheryl thanked Stephanie for the wonderful cookies and treats. She congratulated Bob on his commemorative quilt in honor of his military service. Cheryl stated that the holiday lights are beautiful this year. She shared that this is the best committee she has ever worked with. Cheryl wished everyone happy holidays and to stay safe. She also said to stay warm or cool depending on how the weather turns out.</p> <p>Cheryl mentioned what is on this month’s Diversity Events Calendar.</p> <ul style="list-style-type: none"> <li>• HIV/AIDS Awareness Month</li> <li>• Universal Human Rights Month</li> <li>• December 1 – World AIDS Day</li> <li>• December 7 – Pearl Harbor Day (Bob and Stephanie pointed out that this historic day had been missing from the list)</li> <li>• December 3 – International Day for People with Disabilities</li> <li>• December 5 – International Volunteer Day</li> <li>• December 9 – International Genocide Prevention Day</li> <li>• December 10 – International Human Rights Day</li> <li>• December 21 – Yule Winter Solstice (Pagan)</li> <li>• December 25 – Christmas (Christian)</li> </ul>	

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Topic	Discussion	Outcome/To Do
Trustees Remarks, continued	This month's Diversity Events Calendar, continued. <ul style="list-style-type: none"> <li>• December 25 – Hanukkah begins at sunset (Jewish)</li> <li>• December 26 – Kwanzaa week (Celebration of African Customs &amp; Cultures)</li> <li>• December 26 – Boxing Day</li> <li>• December 31 – New Year's Eve</li> <li>• January 2, 2025 – Hanukkah ends at sunset (Jewish)</li> </ul>	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Bob seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:01 pm.

Submitted by Lisa Mahon, Secretary to the Board