

**South Plainfield Library Board of Trustees Meeting Minutes January 14, 2025**

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; Melissa Katsingris; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Robert A. Bengivenga arrived at 6:05 pm; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak; Carol Christatos	
Introduction of New Trustees	Cheryl introduced Carol to Melissa and Ray (who she hadn't met yet). Melissa, Ray and Carol shared background information about themselves. Cheryl explained that Gary Jones chose not to reapply and she had spoken with Gary. He only wishes a Brick be purchased in his honor. Cheryl commended Gary for his 16 years of service on the library board.	
Nominations and Election of Officers	Ray nominated Cheryl Nagel-Smiley for President; Stephanie seconded the motion. There was no discussion. Annemarie nominated Melissa Katsingris for Vice President; Stephanie seconded the motion. There was no discussion. Melissa nominated Annemarie Stoeckel for Treasurer; Stephanie seconded the motion. There was no discussion.	All motions carried unanimously.
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously with Carol abstaining from the vote
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16023 - #16069 totaling \$72,104.29) 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. Bob motioned to accept the report. Ray 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.	Motion carried unanimously.
Director's Report	Linda reviewed her year end report. Cheryl called for a motion. Bob motioned to accept the report. Stephanie seconded the motion.	Motion carried unanimously.

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Finance and Budget/ Treasurer's Report	The bank statement was reviewed.	The bank statement was accepted.
Buildings and Grounds Report	<p>Bob stated the urinal's handle broke and the replacement urinal will have an auto-flush function.</p> <p>Linda shared that while DPW was on site installing the new urinal when a problem arose, with sewage backing up due to a clog (that was within the building). DPW then snaked and cleared the clog.</p> <p>Bob fielded some questions and explained plumbing systems and typical issues that occur over time.</p>	The Board wishes to express thanks to DPW for clearing the clog.
Policy Report	Cheryl stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that the committee has to meet to review current salaries and the new NJLA payment guides to see what updates are needed.	
Technology Committee Report	Annemarie shared that they met with the CEO from Renaissance Web Solutions before the holidays. Annemarie stated the website mock up should be completed next week and the new website should launch in eight weeks.	
Capital Projects Committee	Ray stated that he had no updates and that he will welcome input for Capital Projects. Cheryl suggested a print out of which projects have yet to be completed and the total amount in the line item for library expansion.	
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 that they have not had any snow days yet.	
Board President's Report	<ol style="list-style-type: none"> <li>1) Cheryl thanked everyone for electing her President.</li> <li>2) Cheryl shared the tentative committee assignments and asked for people to contact her if they were not happy with their assignments.</li> <li>3) Cheryl distributed contact information so it could be checked for accuracy.</li> <li>4) Cheryl shared that she enjoyed the Chinese Orchestra Event (which can be viewed on Facebook).</li> <li>5) Cheryl shared information about upcoming events: <ul style="list-style-type: none"> <li>• Lunar New Year Celebration: 1/19/25, 2-4 PM at the Senior Center</li> <li>• Murder, Mystery and Magic: 2/1/25, 2 PM at the Library</li> <li>• Jazz and the Civil Rights Movement: 2/8/25, 1:30 PM at the Library</li> </ul> </li> </ol>	

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Board President's Report, contained	6) Cheryl expressed her gratitude for being able to work with such a cohesive group. She encourages Board members to attend some of the programs throughout the year because staff work very hard planning programs and it shows them our appreciation for all they do.	
Old Business	There was no Old Business to discuss.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open Public Comment. Bob seconded the motion. Lisa noted that the Friends did not meet in December. Annemarie shared that Christine Faustini won the Friend's Children's Lego prize. A patron from Union won the Family/Adult Lego prize. Ken shared that the Historical Society is setting up a new display about railroads in the library display cases.	
New Business - Approval of the 2025 Meeting and Holiday Schedules	After discussion and agreement to move the November meeting date to November 18th, Cheryl called for a motion. Bill motioned to approve the 2025 Meeting and Holiday Schedules. Bob seconded the motion.	Motion carried unanimously.
New Business - Approval of the 2025 Professional Service Providers	Cheryl called for a motion. Janine motioned to approve: <ul style="list-style-type: none"> <li>• Douglas S. Zucker as Board Attorney</li> <li>• Kaufman, Diamond &amp; Co. as Library Auditor</li> <li>• JD Cloud Consulting as the Computer Services provider</li> <li>• Joan Delman as the Website Content/Maintenance provider</li> <li>• Kelly Cupit as QPA (qualified purchasing agent)</li> </ul> Ray seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Resolution Designating Library Director as Purchaser	Cheryl called for a motion. Stephanie motioned to approve the resolution designating the Library Director as a Purchaser. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Resolution Designating Official Newspapers	Cheryl called for a motion. Stephanie motioned to approve the resolution designating the library's official newspapers: The Observer, The Courier-News, The Star Ledger and The Home News Tribune, and TapIn to as the electronic newspaper. Bob seconded the motion. There was no discussion.	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.

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Trustees Remarks, continued	<p>Bob wished everyone a Happy New Year and Happy Valentine’s Day (as he will be away in February).</p> <p>Stephanie stated that everything looks good ahead.</p> <p>Janine welcomed Carol and stated it is her own one year anniversary on the Board. Janine said she often hears positive comments about the library in the community. She thanked Linda for her report and for pulling data from STELLA about the most popular books.</p> <p>Melissa thanked everyone for their votes for her as Vice President. She is looking forward to 2025. Melissa welcomed Carol and wished everyone a happy new year.</p> <p>Ray stated he is glad to be part of a group that works well together and asked for people to reach out if they have input for Capital Projects.</p> <p>Bill welcomed Carol and stated he will work to continue the cooperation between the school district and the library.</p> <p>Annemarie thanked everyone for their votes for her as Treasurer. Annemarie welcomed Carol, wished everyone a happy new year and congratulated Linda for the great job she does.</p> <p>Carol shared that she is a little overwhelmed but looks forward to working with the team. Carol stated that she thinks the library is unbelievable and noted the sad status of Bound Brook’s library which had to close due to asbestos. Carol thanked everyone for their warm welcome and said she is excited for the work ahead.</p> <p>Linda welcomed Carol and said she hopes for a nice big quiet year.</p> <p>Lisa wished everyone a happy new year.</p> <p>Ken said he hoped for a good quiet year ahead.</p> <p>Cheryl welcomed Carol and described her as a little dynamite and a great asset to have on the Board. Cheryl asked for everyone to pray for those in California suffering from the effects of the fires.</p> <p>Cheryl mentioned what is on this month’s Diversity Events Calendar:</p> <ul style="list-style-type: none"> <li>• Month-long Observances <ul style="list-style-type: none"> <li>• Poverty Awareness in America Month: Calls attention to the growth of poverty in America</li> <li>• Slavery and Human Trafficking Prevention Month: Sets out to end modern-day slavery and human trafficking</li> <li>• National Mentoring Month: Celebrates individuals who help people achieve their dreams</li> </ul> </li> </ul>	

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Trustees Remarks, continued	Diversity Events Calendar, continued: <ul style="list-style-type: none"> <li>• January 1: New Year's Day - Celebrates the beginning of the new year</li> <li>• January 4: World Braille Day - Celebrates the importance of Braille for the visually impaired</li> <li>• January 5: Birth of Guru Gobind Singh Ji- Sikh</li> <li>• January 7: Coptic &amp; Eastern Orthodox Christmas - Celebrates the birth of Jesus Christ according to the Julian calendar</li> <li>• January 13: Korean American Day - Celebrates the heritage of Koreans living in the United States</li> <li>• January 14: Mahayana New Year - Celebrates the Buddhist New Year</li> <li>• January 19: World Religion Day - Celebrates all religions throughout the world</li> <li>• January 20: Martin Luther King Jr. Day - Honors the US civil rights leader, Dr. Martin Luther King Jr., and his contribution to equality</li> <li>• January 24: International Day of Education - Promotes the awareness of the right to education for all people</li> <li>• January 27: International Day of Commemoration in Memory of Victims of the Holocaust - Remembers the victims of the Holocaust</li> <li>• January 29: Chinese New Year (Year of the Snake) - A 15-day Chinese festival that begins with the first new moon of the new year</li> </ul>	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Bob seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:57 pm.

Submitted by Lisa Mahon, Secretary to the Board