

**South Plainfield Library Board of Trustees Meeting Minutes February 11, 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, President; Melissa Katsingris, Vice President/Secretary; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Janine Kupcho; Annemarie Stoeckel, Treasurer; Carol Christatos. Director Linda Hansen was present via Zoom Excused Absent: Robert A. Bengivenga; Stephanie Wolak	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Bill seconded the motion. There was no discussion.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16070 - #16113 totaling \$53,048.37) and called for a motion. Melissa 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. Annemarie motioned to accept the report. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Carol motioned to accept the report. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Annemarie 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. Janine motioned to accept the report. Melissa seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Annemarie presented the bank statement. There were no questions or discussion.	The bank statement was accepted.
Buildings and Grounds Report	Cheryl asked if everyone reviewed Bob's report. Cheryl noted that all the bills from the plumbing emergency detailed in the report are not in yet. Cheryl suggested that Linda be given the authority to call in licensed professionals to deal with plumbing and electrical emergencies. Annemarie noted that Linda is trusted to call IT professionals to deal with technical issues. Ray stated that he trusts Linda's judgement on how to best deal with emergencies. Bill, Carol and Janine concurred.	Cheryl stated that she would entertain a motion during new business to put it to a vote.
Policy Report	Janine stated that there are no updates at this time.	

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Personnel Committee Report	Cheryl stated that salary adjustments would be discussed during Executive Session.	
Technology Committee Report	Annemarie stated that there are no updates at this time.	
Capital Projects Committee	Ray reviewed the Proposed Capital Projects Plan Worksheet: 2025 - 2027 and stated that every year they get a lot done. Carol asked if there were any specific projects that the General Building Repairs funds would go to. Ray explained that funds are reserved to fix things when they break.	Cheryl stated that the 2025 - 2027 Capital Plan will be voted on in New Business.
Community Relations Committee	Cheryl stated that there are no updates at this time.	
Mayor's Alternate Report	Ray stated that there are no updates at this time. Cheryl asked Ray to thank the Mayor and Council Members who attended the Lunar New Year event.	
Schools Report	Bill stated that there are no updates at this time.	
Board President's Report	<ol style="list-style-type: none"> <li>1) Cheryl attended the Lunar New Year event, the Murder, Magic &amp; Mystery event and the Jazz and the Civil Rights Movement event.</li> <li>2) Cheryl noted that the Personnel Committee met.</li> <li>3) Cheryl participated in conference calls with Bob Bengivenga and Linda about the recent plumbing issues.</li> </ol>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Melissa motioned to open Public Comment. Annemarie seconded the motion.</p> <p>Lisa reviewed the highlights from the last Friends Meeting.</p> <ul style="list-style-type: none"> <li>• A new Friend was welcomed.</li> <li>• The Lego Raffle results were reviewed.</li> <li>• The Scholarship Program guidelines were reviewed.</li> <li>• New donations allowed the Friends to add more scholarships to the Program.</li> <li>• The Museum Program results were reviewed and Friends suggested new museums for the program.</li> <li>• Details for a Mother's Day Mother/Daughter Tea are being planned.</li> </ul> <p>Ken Morgan asked if there are any plans to celebrate the upcoming 100 year anniversary of the founding of South Plainfield. Bill replied that the Mayor and Council are working on some plans now (which may start in March).</p>	Motion carried unanimously.

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New Business - Approval of the 2025 - 2027 Capital Plan	Cheryl called for a motion. Ray motioned to approve the 2025 –2027 Capital Plan. Annmarie seconded the motion.	Motion carried unanimously.
New Business: Approval to give the Library Director authority to call licensed plumbing and electrical professionals	Cheryl called for a motion. Annemarie motioned to give the Library Director the authority to call licensed professionals for any plumbing or electrical issues. Ray seconded the motion.  Bill asked about HVAC issues. Cheryl answered that the DPW HVAC person is a licensed professional.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Melissa motioned to close Public Comment. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Executive Session Opening	Cheryl called for a motion. Annemarie motioned to enter into Executive Session. Melissa seconded the motion.	Motion carried unanimously.
Executive Session Closing	Cheryl called for a motion. Melissa made the motion to close Executive Session. Janine seconded the motion.	Motion carried unanimously.
New Business - Approval of 2025 Salary Adjustments	Cheryl called for a motion. Bill motioned to approve the 2025 Salary Adjustments as amended during Executive Session. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Bill asked for every to be safe. He said to look for announcements about South Plainfield’s 100 year founding anniversary. He also noted that schools will have a 90 minute delayed opening tomorrow.</p> <p>Ray stated he is glad Linda was given the authority to call plumbing and electrical professionals, as it makes things more streamlined. Ray wished everyone happy Valentine’s Day.</p> <p>Annemarie said she is also glad Linda was given the authority to call professionals. Annemarie shared that she is pleased with the plaque that was created for the donor.</p> <p>Melissa said she agrees with Ray and Annemarie about giving Linda authority and wished everyone happy Valentine’s Day.</p> <p>Janine said that the Library Board is a great group to be a part of.</p> <p>Carol agreed with Janine’s statement and thanked everyone for explaining when she asks questions.</p>	

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Trustees Remarks, continued	<p>Cheryl reminded everyone that the library is closed tomorrow and for President’s Day. She thanked the staff for the recent outstanding programs. Cheryl wished everyone happy Valentine’s Day. Cheryl stated giving Linda authority will be relief to her during emergencies. Cheryl also asked for everyone to stay safe during the inclement weather. 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>• Black History Month: Commemorates African-American history in the US</li> <li>• Human Relations Month: Aims to strengthen relationships between all people</li> </ul> </li> <li>• February 1: National Freedom Day - Commemorates the abolishment of slavery in the United States</li> <li>• February 1: Imbolc - Celebrates the beginning of spring in the Pagan and Wiccan religions</li> <li>• February 3-7: World Interfaith Harmony Week - Promotes harmony for all regardless of faith</li> <li>• February 4: World Cancer Day - Raises awareness for cancer prevention, detection, and treatment</li> <li>• February 4: Rosa Parks Day - US holiday in honor of civil rights leader, Rosa Parks</li> <li>• February 14: Valentine’s Day - A commercial celebration of romance and love that originated as a Christian feast honoring a martyr named Valentine</li> <li>• February 15: Parinirvana Day (Buddhist)</li> <li>• February 17: Washington’s Birthday (Presidents’ Day) - Honors the birth of George Washington, the first US president</li> <li>• February 20: World Day of Social Justice - Raises awareness of poverty, social exclusion, and inequality</li> <li>• February 21: International Mother Language Day - Celebrates the role of languages in promoting inclusion</li> <li>• February 26: Maha Shivaratri - A Hindu festival celebrating Lord Shiva</li> <li>• February 28: Ramadan begins - A holy month of fasting, prayer, and reflection for those of Muslim faith</li> </ul>	
Adjournment	Cheryl called for a motion. Annemarie motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:00 pm.