

South Plainfield Library Board of Trustees Meeting Minutes April 11, 2023

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:30 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; Pio Pennisi, School Rep; Stephanie Wolak; Robert A. Bengivenga (departed 7:11). Excused Absent: Andrew Batshaw; Frank Lemos	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Gary seconded the motion.	Motion carried unanimously with Bob abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15045 - #15087 totaling \$155,150.71) and called for a motion. Gary motioned to accept the voucher payments. Ray seconded the motion. Linda explained that the total amount of the checks was higher than usual this month because it included the library's annual pension contribution which we pay to the borough in a lump sum (so the total number of checks was about our average, but the amount of those checks was higher than normal because of the \$80K payment). There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Melissa motioned to accept the report. Pio seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl reviewed the cash receipts report and called for a motion. Gary motioned to accept the report. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Stephanie 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. Melissa seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Melissa presented the bank statement. There were no questions.	The statement was accepted.
Buildings and Grounds Report	Bob reported that there are no updates at this time.	
Policy Report	Gary reported that there are no updates at this time.	

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Personnel Committee Report	Cheryl reported that Jessica Gentile is returning from maternity leave soon.	
Technology Committee Report	Linda said the new server has arrived.	
Capital Projects Committee	<p>Ray provided an update on:</p> <ol style="list-style-type: none"> Revision of Capital Plan - Ray looked into shade options for Willow Park with person who did shade for the pool. Suggestions: <ul style="list-style-type: none"> Two pieces to cover the slides; shade structures to cover benches (4 shade areas) at a cost of \$32,000 (typo has the cost as \$38,000 on the Capital Plan worksheet). <p>Stephanie asked if cost could be reduced by not doing benches. There was a discussion on the merits of shading the bench areas. Stephanie and Pio both asked for a second quote for the shades. The committee pointed out this is the company that recreation department uses and it is a state contracted company called General Recreation. Both Pio and Stephanie urged the committee to get a second quote.</p> Drive Up Book Drop - Police asked Ray to bring up relocating book drop due to a recent accident. Book drop had no incidents before this after being there for two years. It was decided it won't be moved since the Board has discussed it and there are no other places where it can be moved. It should be noted that it was placed in that location with the approval of CFO Glenn Cullen and Police Chief Parker. <ul style="list-style-type: none"> Stephanie suggested curb cuts be added to help Linda move items to the shed. Linda replied that two curb cuts already exist. 	New Business Item will be voted as the Capital Committee has written with the understanding alternate shade companies will be explored.
Community Relations Committee	Sunnie's dedication dates were discussed.	Sept. 9, 2023 is tentative date for Dedication for Sunnie Randolph
Mayor's Alternate Report	Ray reported that there are no updates.	
Friends of the Library Report	<ul style="list-style-type: none"> Judith Krall-Russo (Tea Lady) - Events booked: <ul style="list-style-type: none"> June 3, 2023: Women and Tea in the Victorian Era December 9, 2023: Christmas Traditions Around the World Juneteenth Event - assembly featuring Soul Steps June 17, 2023. This event will be sponsored by the Friends, Cultural Arts, and the Library. Ages 11-15 Babysitter's Class - Friends will subsidize \$25 towards the cost (student will pay \$45); Teaches valuable skills and provides CPR certification Book Sale was a big success bringing in \$1,200. Ann Troop's, Lisa Mahon's and Judy McCarthy's work on Saturday's sale day. 	

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Schools Report	<p>Pio reported:</p> <ul style="list-style-type: none"> • Still looking to hire librarians, library clerks, teachers and aides. • Construction of the preschool is creating challenges for parent pick up and drop off (challenges probably will continue for a couple of months). 	
Board President's Report	<ol style="list-style-type: none"> 1) Understanding Library Law Slides: Cheryl reviewed the slides. Melissa reviewed funding information. Linda reviewed state aid information. 2) Strategic Planning Video/Discussion: Cheryl discussed the different options to determine why people are not using the library, but emphasized that hiring someone to do the research portion was recommended. 3) Changes to Board By-Laws: As per NJSA 40:54-11 Officers should be President, Treasurer and Secretary. Because of this Vice President Title will be changed to be Vice President/Secretary. The Vice President/Secretary will be responsible for Executive Session minutes. The Recording Secretary will be responsible for the regular minutes. 	<p>Strategic Planning Consultant will be voted in New Business.</p> <p>Changes to By-Laws will be voted in New Business</p>
Old Business	There was no old business.	
Public Comments	<p>Cheryl called for a motion. Ray motioned to open Public Comment. Pio seconded the motion.</p> <p>Ken Morgan stated that he had nothing to report.</p>	Motion carried unanimously.
New Business - Approval of updated Capital Plan	<p>Cheryl called for a motion. Melissa motioned to approve the updated Capital Plan with the understanding that Linda will explore alternate shade companies. Stephanie seconded the motion. There was no discussion.</p>	Motion carried unanimously. (Bob Bengivenga departed before this and the other New Business votes).
New Business - Authorize Library Director to explore consultants/fees in relation to Strategic Plan	<p>Cheryl called for a motion. Stephanie motioned to authorize Linda to explore consultants/fees in relation to the Strategic Plan. Melissa seconded the motion. There was no discussion.</p>	Motion carried unanimously.
New Business - Approval of changes to By-Laws	<p>Cheryl called for a motion. Melissa motioned to approve the changes to the By-Laws. Gary seconded the motion. There was no discussion.</p>	Motion carried unanimously.
Public Comments	<p>Cheryl called for a motion. Ray motioned close Public Comment. Gary seconded the motion. There was no discussion.</p>	Motion carried unanimously.

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Trustees Remarks	<p>Bob thanked everyone for the greeting card when he departed at 7:11.</p> <p>Ray did not have any remarks.</p> <p>Gary hoped everyone had a nice Easter and wished for all to stay safe.</p> <p>Melissa said she enjoyed Easter #1 and will enjoy Easter #2 (Greek) this coming Sunday.</p> <p>Stephanie pointed out the shade \$38,000 amount typo on the Capital Plan worksheet, and after a short discussion, it was decided to leave the \$38,000 amount unchanged as it is needed for other Capital projects since the Committee is exploring an air filtration system.</p> <p>Pio told everyone to enjoy the weather.</p> <p>Cheryl reminded everyone that Senior Yard pick up starts tomorrow.</p> <p>Cheryl said she and Linda attended a Zoom training about ordering and learned Library is doing everything right. Cheryl shared that she attended the presentation ceremony at Borough Hall, Ramadan, and worked at the Book Sale.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar. Arab-American Heritage Month and Scottish-American Heritage Month but in researching there is no explanation why April was chosen for these two groups.</p> <ul style="list-style-type: none"> • Celebrate Diversity Month: highlights unique backgrounds, cultures, and traditions • April 2 – World Autism Awareness Day: raises awareness for those with autism that seeking to improve their lives and the acceptance of them in society • April 5 to April 13 – Passover: major Jewish festival that celebrates the freeing of Israeli slaves • April 9 – Easter: the most important Christian holiday, which celebrates Jesus' resurrection • April 22 – Earth Day: holiday that applauds the planet we live on and all it does for us; Earth Day is observed by more than 192 nations. 	
Adjournment	Cheryl called for a motion. Melissa motioned to adjourn. Stephanie seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:35 pm.

Submitted by Lisa Mahon, Secretary to the Board