

**South Plainfield Library Board of Trustees Meeting Minutes May 9, 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	Cheryl announced that Pio Pennisi resigned due to other commitments and the Superintendent appointed Bill Seesselberg as her representative. Trustees Present: Cheryl Nagel-Smiley, President; Gary Jones, Vice President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Stephanie Wolak; Robert A. Bengivenga Andrew Batshaw. Absent: 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 Bill, Andy and Bob abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15088 - #15130 totaling \$52,708.26) and called for a motion. Andy motioned to accept the voucher payments. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Gary motioned to accept the report. Melissa 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. Ray motioned to accept the report. Gary seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Andy seconded the motion. Stephanie asked why the children's numbers were lower, and Linda explained that Ms. Mija had been away and the book sale had occupied the program room. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. At the end of her report, Linda asked for the Policy committee to consider adding policies for giving consequences for bad behavior, like destroying books, as there have been some incidences recently by our library patrons at our library and at other libraries in our consortium. Cheryl called for a motion. Stephanie motioned to accept the report. Andy 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.

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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.	Gary will contact members of the committee to work on the policy for consequences of inappropriate behavior and/or destruction of materials.
Personnel Committee Report	Cheryl reported that there are no updates at this time.	
Technology Committee Report	Andy reported that there are no updates at this time.	
Capital Projects Committee	Ray reported: 1. Air Purifying System for the Library Building - Edison Heating gave a \$3,300 - \$3,400 estimate. 2. Laptop and Printer for Linda - Linda needs to be provided up to date equipment.	
Community Relations Committee	Stephanie reported that there are no updates at this time.	
Mayor's Alternate Report	Ray reported that there are no updates at this time.	
Friends of the Library Report	Cheryl reported: <ul style="list-style-type: none"> <li>• Book Sale raised \$1,322. A time window will be established for future book donations.</li> <li>• Friends will skip providing tea cups for the Mothers' Day holiday. The tea cups will be reserved for upcoming Tea Lady event, June 3, 2023: Women and Tea in the Victorian Era (free to attend).</li> <li>• Juneteenth Event - assembly featuring Soul Steps June 17, 2023 will be at the Senior Center. This event will be sponsored by the Friends, Cultural Arts, and the Library.</li> <li>• Ages 11-15 Babysitter's Class - will get an update at the May meeting.</li> </ul>	
Schools Report	Bill reported that they are getting ready for Summer Reading and that the new Preschool's development is underway and moving along.	
Board President's Report	1) Strategic Planning Consultants: Cheryl reported on what was found researching Strategic Planning Research Consultant companies. <ul style="list-style-type: none"> <li>• Library Crossroads Consulting, LLC: Responded immediately to Linda's inquiry, provided detailed information, references and a \$13,000 price quote. References reported to Linda their satisfaction with the company and their work.</li> </ul>	Cheryl, Linda and Melissa recommended moving forward with Library Crossroads Consulting, LLC.

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Board President's Report, continued	<ul style="list-style-type: none"> <li>• Library Development Solutions: Wanted to meet with Trustees before providing any information. In the meeting, Rep was evasive and asked more questions than he answered. Melissa was not impressed in the meeting, as she felt the Rep should have had a presentation ready since he requested the meeting. The Rep stated that the price threshold was \$17,500, and Linda asked for price quote be provided by this morning. The Rep backed out before providing the quote today. Linda spoke to other library directors about this company and the references were not good.</li> <li>• Only other company option is from Pennsylvania.</li> </ul> <p>Strategic Planning Consultants Discussion:</p> <ul style="list-style-type: none"> <li>• Stephanie asked what the company will be doing, how they will get information. Linda replied that she will work in coordination with the company and reviewed information in their proposal.</li> <li>• Andy stated that the price is reasonable for the work involved (as long as it really is all inclusive).</li> <li>• Bill asked for the timeframe for the project, and Linda replied that it would be a 6-8 month turn around.</li> <li>• Linda recommended reviewing the Roxbury Library website that has their own completed project results for review.</li> <li>• Ray stated that Linda does good research and her opinions should be honored. Cheryl agreed.</li> </ul> <ol style="list-style-type: none"> <li>2) Cheryl worked at and gave kudos to Mija, Audrey and Councilwoman Faustini for their work at Children's Library Book Week.</li> <li>3) Cheryl also worked at the Arbor Day Event at the Senior Center. She found two of the young volunteers who had worked Children's Library Book Week also working at the Arbor Day Event.</li> <li>4) Cheryl distributed and reviewed the new assignment sheets.</li> <li>5) Cheryl stated that the new roster, with Bill on it, will be distributed at the next meeting.</li> <li>6) Cheryl asked for Board members to attend Library events to show library staff our interest in their efforts.</li> </ol>	The Strategic Planning Consultant company will be voted in New Business.
Old Business	Ray gave an update about the Playground Shade project. The new quote that Ray received from Ben Shaffer Recreation was \$26,983.94 more than the original \$32,704 quote from General Recreation, Inc.	There were no questions.
Public Comments	Cheryl called for a motion. Bob motioned to open Public Comment. Andy seconded the motion. Ken Morgan stated that he had nothing to report.	Motion carried unanimously.

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New Business - Approval of updated Capital Plan	Cheryl called for a motion. Bob motioned to approve the updated Capital Plan. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Strategic Plan Consultant	Cheryl called for a motion. Andy motioned to approve moving forward with Library Crossroads Consulting, LLC. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Company for Playground Shade	Cheryl called for a motion. Ray motioned to approve using General Recreation, Inc. for the Willow Park shade installation. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned close Public Comment. Andy seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Bob stated that everyone is welcome to come to the Memorial Day Celebration.</p> <p>Gary asked that on Memorial Day for everyone to give a thought to a 41 year old woman who grew up in South Plainfield who passed this week from cancer.</p> <p>Melissa wished for everyone to have a Happy Mother's Day and enjoy the weather.</p> <p>Andy wished everyone a Happy Mother's Day and stated he is excited about the Strategic Plan project (said the Roxbury site info looks good).</p> <p>Stephanie did not have any remarks.</p> <p>Bill invited all to attend the Elk's Mother's Day Breakfast on Sunday. Bill mentioned a good program where, in memory of a teacher or parent, a Judy Blume book is given to 3rd graders. He noted they are not doing the Dictionary project. Bill also stated he is glad to be on the Library Board.</p> <p>Ray wished everyone a Happy Mother's Day and a nice weekend.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> <li>• Asian American and Pacific Island Heritage Month: Celebrates arrival of 1st Japanese immigrants May 7, 1845. Chinese workers arrived May 10, 1869 to help build the transcontinental railroad.</li> <li>• Jewish American Heritage Month: Honors American Jews and their contributions to the United States throughout history; this year marks the 350th anniversary of Jews arriving in New Amsterdam.</li> <li>• Haitian American Heritage Month: Haiti received their independence in the 1800's in May.</li> <li>• Older Americans Month: Celebrates how older Americans contribute to the United States. President Kennedy established May as this month.</li> </ul>	

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Trustees Remarks, continued	<ul style="list-style-type: none"> <li>• Mental Health Awareness Month: raises awareness for those living with mental and behavioral issues. This month also seeks to support families or communities who are impacted by mental illness. It was established in 1949.</li> <li>• May 5 – Cinco de Mayo: Mexican-American holiday that celebrates Mexico’s defeat of the French Army.</li> <li>• May 17 – International Day Against Homophobia, Transphobia, and Biphobia: this event seeks to raise awareness for the rights of LGBTQ+ individuals.</li> <li>• May 19 – Malcolm X’s Birthday: well-known Muslim minister and civil rights activist, who was assassinated in 1965.</li> <li>• May 26 – Buddha’s Birthday: celebrates the Buddha, who founded one of the world’s most practiced faiths.</li> </ul> <p>Cheryl wished everyone a Happy Mother’s Day.</p> <p>Stephanie asked for the Board Members’ birthdays be added to the Calendar:</p> <ul style="list-style-type: none"> <li>• Stephanie July 10</li> <li>• Andy Aug. 15</li> <li>• Melissa Nov. 25</li> <li>• Cheryl Dec.1</li> <li>• Gary Feb. 22</li> <li>• Ray July 17</li> <li>• Bill Sept 16</li> <li>• Linda Aug. 5</li> <li>• Lisa May 13</li> <li>• Ken Nov. 2</li> <li>• Need to find out Frank and Bob’s birthdays.</li> </ul>	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:27 pm.

Submitted by Lisa Mahon, Secretary to the Board