

South Plainfield Library Board of Trustees Meeting Minutes September 12, 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; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Robert A. Bengivenga (departed at 6:56 pm); Stephanie Wolak; Excused Absent: Gary Jones, Vice President; Unexcused Absent: Andrew Batshaw.	
Approval of Minutes	Cheryl noted there was some irregularities in the spacing on the bottom of page 2 – the last three lines separated words incorrectly. When Lisa sent the minutes the spacing was correct, so she's not sure what happened but Linda will correct the spacing before the minutes are formally filed. Cheryl asked Bob if she remembered correctly that he offered to buy the plaque for the tree the board planted in memory of Frank Lemos. Bob responded that he didn't say that, but that he would like to do something for Frank, but he needs an idea of what exactly can be done. Bob noticed the plaques that we have outside so maybe something similar to that. Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Ray seconded the motion.	Motion carried unanimously. Stephanie abstained from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15267 - #15308 totaling \$49,354.10) and called for a motion. Melissa motioned to accept the voucher payments. Ray seconded the motion. 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. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Melissa stated that the fine money taken in during August is unusually high, almost \$1000. Linda explained Summer Reading encourages higher circulation numbers, so when people are borrowing more items we are collecting more in fines. Cheryl called for a motion. Ray motioned to accept the report. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Bob 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. Bill seconded the motion.	Motion carried unanimously.

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Finance and Budget/ Treasurer's Report	Melissa presented the bank statement. There were no questions.	The statement was accepted.
Buildings and Grounds Report	Bob stated that there has been a lot of rain lately, but luckily there was no leaking in the building. Bob stated that the urinal in the men's room had to be replaced because DPW discovered an enormous amount of lime buildup in it. They have chemicals that they will be using to keep things clear.	
Policy Report	There are no updates at this time.	
Personnel Committee Report	Vicky Terrones handles linking at her full time job in Plainfield, so she is familiar with the work. Linda noted that as members of the LMxAC consortium we have to be careful about who is allowed to access and edit records since some of the changes can be made globally and can affect other libraries' catalogs. It is preferable to have someone who is experienced doing the work rather than to try to rush to train someone new. Cheryl asked Linda about the staff member from Woodbridge. Linda said that she has not heard from them yet, but that if it turns out that Vicky is the only coverage in the department it will be fine. It is better to get less done, but for it to be done correctly than to ask someone who is not properly trained to do the work. Melissa asked how long Deb Gulya will be out on leave. Linda responded the plan is for Oct. 1st through mid-January.	Cheryl stated that Vicky Terrones, who is a part time employee, will be taking on some of the responsibilities in Technical Processing while Deb is out on maternity leave.
Technology Committee Report	Cheryl noted that Andrew did not attend last month's meeting and has again missed this month's meeting with no communication. She asked if anyone has heard anything. No one has. Linda said that a technology meeting should be called since we are coming close to the end of the year and there are computer terminals that need to be replaced. Cheryl stated that the committee consists of Andrew, Bill, and Frank Lemos so she will be happy to sit in for Frank.	Linda will send out an email to the committee and see if they can schedule a meeting.
Capital Projects Committee	Ray reviewed the updated Capital Plan noting the items marked in purple are complete, the items in red have been quoted and the items in blue are new additions to be voted on tonight. Cheryl noted that the water filling station was installed yesterday so that could also now be counted as a completed project. Cheryl asked Linda if there was a timeline for the shades to be installed at Willow Park. Linda responded that we are on the company's list for installation, but she does not know when that will be. There was discussion about it being late in the season to have them installed, but currently they are sitting in the back lot and should be properly stored. Linda noted that the bundle is extremely heavy and DPW needed to use a forklift to get it off of the delivery truck.	Linda will reach out to General Recreation to try and get more information about moving/storing the Willow Park shades.

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Community Relations Committee	<p>Stephanie thanked the library for lending crayons and supplying paper for kids to use at the Labor Day celebration.</p> <p>Stephanie gave updates on the 2 events coming up.</p> <ol style="list-style-type: none"> 1. Fall Festival: October 21st. Stephanie is thinking this year we should add some music and asked if there is any power in the back area. Linda responded that there is not power there, but that the updated Capital Plan includes a portable generator and Bluetooth speakers. Bob offered use of his Bluetooth speaker. Bill asked how often the portable generator might be used and is it worth it to purchase. Linda answered that there has been issue with borrowing the DPW's generator since it has failed before. Cheryl noted that the generator would allow more events to be held in the back lot since currently we are restricted on what types of events can be held since there is no electricity back there. Stephanie asked about the possibility of running power to that back lot. Bill said that the flood zone may restrict that. Bob added that it could be done but it would involve breaking up the parking lot to run the line. 2. Dedication for Sunnie: November 18th. The event will start at noon and Stephanie will order sandwiches from Green Olive since they have been very generous with donations in the past. 	<p>Cheryl asked about getting donations for Fall Fest.</p> <p>Stephanie will ask Green Olive and then she and Cheryl will go together to purchase snacks.</p>
Mayor's Alternate Report	Ray reported that there are no updates at this time.	
Schools Report	Bill stated that schools are open, and everything went as smoothly as possible. There were some tears at the preschool, from both students and parents. All the work on the Preschool site should be completed within 2 – 3 weeks. Bill was glad to hear that there was good participation during summer reading from the schools since the schools currently only have librarians in the middle and high schools, not the elementary.	Bill serves on Public Celebrations and announced that this year's Trunk or Treat event will be Saturday, Oct. 28th (rain date Sunday Oct 29).
Friends of the Library Report	<p>Cheryl advised that the Friends do not meet over the summer, but President Bonanno did send out an updated constitution and by-laws yesterday that will be voted on in September. If approved this will eliminate the need for the board to assign 3 board members as liaisons to the Friends. If board members would like to participate in the Friends they can still participate, it just won't be as a representative of the Library Board.</p> <p>The children's staff have helped the Friends choose appropriate titles to purchase and hand out at Trunk or Treat. This will also be voted on at their September meeting.</p>	The Friends next meeting will be in September.

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Board President's Report	<ol style="list-style-type: none"> 1) Cheryl thinks that summer programs went really well. 2) In terms of strategic planning, we have had one focus group meet (general) and tomorrow the working adults group will meet, the seniors will meet the following week and parents of children under 18 will meet during the last week of the month. Once that is all done we will work on our goals and objectives. Based on the printed surveys that have come back there has been a lot of positive feedback, particularly about how well the building and its grounds have been kept. 3) The Hispanic Heritage celebration will be on October 7th. Cheryl would like to recognize the world language teachers who volunteer their time to help make the day successful. Linda noted that the teachers are Aura Salazar, Lizbet Arriola, Paula Rendon and Cynthia Ward (who now teaches in Edison). 	
Old Business	There was no Old Business to discuss.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open Public Comment. Ray seconded the motion. There was no public comment.	Motion carried unanimously. Bob departed before this vote.
New Business - Approval of Updated Capital Plan	Cheryl called for a motion. Melissa motioned to approve the updated Capital Plan. Ray seconded the motion. There was no discussion.	Motion carried unanimously. Bob departed before this vote.
New Business - Holiday Lights	Ray explained that we have been having the lights put up for the past few years, the patrons seem to enjoy it and we get compliments. The company handles everything, they bring their own lights, set them up and take care of any issues that may arise. They also handle decorating the big tree inside the building. Cheryl called for a motion. Ray motioned to approve the plan for the company to install the holiday lights. Melissa seconded the motion. There was no discussion.	Motion carried unanimously. Bob departed before this vote.
Public Comments	Cheryl called for a motion. Ray motioned close Public Comment. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	Ray stated everything seems to be going smoothly. It's crazy that we are already talking about holiday lights, time marches on quick. Melissa commented that the two events in October (HHM and Fall Fest) fall on days that James has cross country track meets so unfortunately she can't be around to help, but will try to make it in to assist with cleanup.	

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Trustees Remarks	<p>Stephanie said she will add the Italian performance on Oct 14th to her calendar.</p> <p>Bill has something going on in the evening of the 21st but will try to be here to help with Fall Fest. The borough's tree lighting event will be taking place on Dec. 3rd with a rain date of Dec. 10th.</p> <p>Cheryl stated that the fall is going too fast and she's glad she retired from teaching because the thought of going into a building with no A/C in his heat is just too much. If you get your flu shot, then get a flu shot because it's supposed to be bad this year.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • September 15 to October 15 – National Hispanic Heritage Month: This month honors Hispanic and Latino Americans for their contributions to U.S. culture. • National Recovery Month: This awareness month seeks to educate Americans on treatment and health services for individuals with substance use disorder. • September 20 – HeForShe: This movement was started by the UN with the goal of promoting gender equality • September 22 – Autumnal Equinox: This date marks a variety of religious observances across the globe • September 15 to September 17 – Rosh Hashanah: This holiday is the Jewish New Year when Jews reflect on their faith. 	
Adjournment	Cheryl called for a motion. Melissa motioned to adjourn. Ray seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:17 pm.