

South Plainfield Library Board of Trustees Meeting Minutes October 10, 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; Bill Seesselberg, School Rep; Excused Absent: Robert A. Bengivenga Unexcused Absent: Andrew Batshaw, Stephanie Wolak	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Ray seconded the motion.	Motion carried unanimously. Gary abstained from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15309 - #15366 totaling \$78,676.19) 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. Gary 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. Melissa 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. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Gary motioned to accept the report. Melissa seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Melissa presented the bank statement and audit report. There were no questions.	The statement was accepted.
Buildings and Grounds Report	Cheryl informed that Edison Cooling did an upgrade on the heating/cooling system.	
Policy Report	There are no updates at this time.	
Personnel Committee Report	Cheryl mentioned the upcoming vote during New Business for the hiring of a temporary worker to cover Deb Gulya's maternity leave.	Personnel Committee will meet regarding salaries.

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Technology Committee Report	Bill reviewed the Technology Committee Report and recommendation (which was budgeted for), and noted that the purchase of new computer equipment will be voted on in New Business	
Capital Projects Committee	Ray stated that all is good. Linda mentioned that additional wall guards will be installed.	
Community Relations Committee	<p>Cheryl, Bill and Linda gave updates on the 2 events coming up.</p> <ol style="list-style-type: none"> 1. Fall Festival: October 21st. Bill gave an update on the audio system and Linda said she will get the portable generator before the event. Cheryl said she will pick up Entenmann's, Bob will get the hay and Stephanie will get the pumpkins. 2. Cheryl confirmed that the Dedication for Sunnie will be on November 18th at noon. 	
Mayor's Alternate Report	Ray reported that there are no updates at this time.	
Friends of the Library Report	<ul style="list-style-type: none"> • Cheryl stated the the Constitution and By-Laws updates 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. • Judith Krall-Russo (Tea Lady), Christmas Around the World Event will be 12/9/23. • Christmas Raffle will start selling tickets shortly after Halloween. Drawing will be 12/4/23. • Friends will provide up to \$500 to the Library for the Fall Festival. • Trunk and Treat Books were purchased for the event (one in braille). Cheryl will be a skeleton and Stephanie B. will be a ghost. Judy England McCarty recommended we get bilingual books for the event next year. • The next meeting will be 10/26/23. 	The Friends Report will be moved to Public Comment next month with Lisa giving the update.
Schools Report	Bill stated that there is nothing to report, other than they cannot get librarians.	
Board President's Report	1) Cheryl stated that the Hispanic Heritage celebration was fantastic, and she wants to thank St. Stephen's Church for renting their hall for the event (which was necessary due to an ordinance that limited the amount of times the Senior Center could be used). Cheryl thanked Linda, the staff, teachers and Councilman White for their work at the event. She also gave kudos to Lizbet Arriola, Councilman White, Jaylene, Audrey, Jessica and the community volunteers who helped with clean up.	

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Board President's Report, continued	<p>2) The strategic planning team has been working hard, and meetings are scheduled for 10/30/23 and 11/9/23 at 6:30 pm.</p> <p>Ray commented that he was disappointed that the promised council approval to overcome the ordinance restriction for the Hispanic Heritage celebration was not taken care of and asked to be informed if any similar challenges come up in the future, so he can try to help.</p>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Melissa motioned to open Public Comment. Gary seconded the motion.</p> <p>There was no public comment.</p>	Motion carried unanimously.
New Business - Approve the appointment of Kathleen Rabadeau	<p>Cheryl called for a motion. Gary motioned to approve appointment of Kathleen Rabadeau as a temporary librarian at a rate of \$37 per hour. Melissa seconded the motion. There was no discussion.</p>	Motion carried unanimously.
New Business - Approval of the purchase of computer equipment	<p>Cheryl called for a motion. Melissa motioned to approve the purchase of computer equipment not to exceed \$15,226.74 (as per the recommendations in the Technology Committee Report. Ray seconded the motion. There was no discussion.</p>	Motion carried unanimously.
Public Comments	<p>Cheryl called for a motion. Melissa motioned close Public Comment. Ray seconded the motion. There was no discussion.</p>	Motion carried unanimously.
Trustees Remarks	<p>Gary said it is good to be home and hopes everyone stays safe.</p> <p>Melissa said she is glad everything worked out on Saturday and said she will pray for sunny weather for upcoming events. Melissa also said she is also looking forward to the Strategic Planning Meetings.</p> <p>Bill wanted to mention the passing of Donna Egan, who was a valued former library board member and community volunteer.</p> <p>Ray stated that with two openings on the board anticipated, he would like to have Annemarie Stoeckel back on the board, as she was a dedicated trustee and never missed a meeting.</p> <p>Cheryl also remembered her friend Donna Egan (who passed away from acute leukemia). Cheryl and Donna spent many happy times at the pool and Cheryl and other "pool ladies" plan to donate a bench at the pool in her name. Cheryl stated that Donna will be missed.</p>	

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Trustees Remarks, continued	<p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • Italian American Heritage • Domestic Violence Awareness • Down Syndrome Awareness • German American Heritage • Global Diversity Awareness • National Disability Employment Awareness • Breast Cancer Awareness • National Polish American Heritage • October 9 Indigenous People's Day/Columbus Day • October 10 World Mental Health Day • October 14 Defender of Ukraine Day • October 17 Spirit Day aimed specifically at LGBTQ youth and what their community can do to support them. <p>Lisa mentioned that is is also Dyslexia Awareness Month.</p> <p>Cheryl also wishes everyone enjoys Halloween and reminded everyone to vote.</p>	
Adjournment	Cheryl called for a motion. Ray motioned to adjourn. Bill seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:09 pm.

Submitted by Lisa Mahon, Secretary to the Board