

South Plainfield Library Board of Trustees Meeting Minutes November 20, 2023

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 4:00 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, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Robert A. Bengivenga; Stephanie Wolak; Excused Absent: Gary Jones, Vice President; Unexcused Absent: Andrew Batshaw,	
Executive Session	Cheryl made the motion to go into Executive Session. Melissa seconded.	Motion carried unanimously.
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Bill seconded the motion.	Motion carried unanimously. Bob and Stephanie abstained from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15367 - #15422 totaling \$80,017.73) and called for a motion. Ray 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. Melissa motioned to accept the report. Ray seconded the motion. Cheryl asked why the amount was more than usual. Linda explained it was due to two payrolls for the month. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cherry called for a motion. Melissa motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Bob 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. Stephanie motioned to accept the report. Bob seconded the motion.	Motion carried unanimously.
Finance and Budget/Treasurer's Report	Melissa presented the bank statement and asked if anyone had questions about the audit report. Melissa stated that the appropriation is increasing for 2024 by \$175,000 totaling 1.6 million. There were no questions.	The statement was accepted.
Buildings and Grounds Report	Bob reported that there are no updates at this time.	

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Policy Report	There are no updates at this time.	
Personnel Committee Report	Salaries will be voted on during New Business.	
Technology Committee Report	Linda reported that most of the new equipment has been purchased and installed.	
Capital Projects Committee	Ray stated that everything is in good shape. Cheryl stated that the staff will get new golf shirts with the Library logo to wear to events. They will also get fleece jackets with the Library logo.	
Community Relations Committee	Cheryl stated that Stephanie did a great job on the Reading Nook Dedication for Sunnie Randolph on November 18th. The event went nicely. Linda gave Sunnie flowers. Cheryl shared information about Sunnie’s background. The speeches were wonderful.	Sunny was very appreciative.
Mayor’s Alternate Report	Ray reported that there are no updates at this time.	
Schools Report	Bill stated that there is nothing to report at this time.	
Board President’s Report	<ol style="list-style-type: none"> 1) Cheryl stated that a brick will be purchased in remembrance of Donna Egan who passed recently. 2) The strategic planning goals and objectives are next. The public favors increasing the hours on weekends. Melissa will check the budget to see what is possible regarding an increase of hours. The plan will probably be presented I’m February 2024. 3) Considering the need to reschedule due to a lack of quorum, the bylaws may need to be updated to allow trustees to vote remotely if a quorum is not possible in person. 4) There will be coffee, tea and desserts at the December meeting on December 12th. 	Cheryl will work on language for the bylaws update.
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Stephanie motioned to open Public Comment. Bob seconded the motion.</p> <p>Lisa gave updates regarding Library Friends projects and events.</p> <ul style="list-style-type: none"> • Judith Krall-Russo (Tea Lady), Christmas Around the World Event will be 12/9/23 at 1 PM. • Christmas Raffle Drawing has been delayed (due to delay in getting licenses). Date to be determined. • Judith Krall-Russo (Tea Lady): Tea, Food and Fashion from Jane Austen to Queen Victoria Event 3/9/24 1 PM • Bingo suggested, being researched 	Motion carried unanimously.

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Public Comments, continued	<p>Lisa’s Library Friends updates, continued...</p> <ul style="list-style-type: none"> • Trunk and Treat Books were distributed. Author Judy England-McCarthy dressed as a Witch and signed her “12 Nights of Halloween” books for kids. • Successful Dedication for Sunnie Randolph • November 30, 2023 will be the date of our November Friends Meeting. 	
New Business - Approval of 2022 Library Audit	Cheryl called for a motion. Melissa motioned to approve the 2022 Library Audit. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of 2024 Salaries	Cheryl called for a motion. Melissa motioned to approve the 2024 Salaries. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned close Public Comment. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Melissa said it’s hard to believe that it’s the end of the year already. Melissa wished everyone a happy Thanksgiving.</p> <p>Stephanie stated that Linda and the Library staff did a great job at Trunk and Treat, but she was disappointed Fall Festival got rained out. She wished everyone a happy Thanksgiving.</p> <p>Bob is glad Buildings and Grounds is going well. Bob wished everyone a happy and healthy Thanksgiving.</p> <p>Bill wished everyone a happy Thanksgiving..</p> <p>Ray wished everyone a happy Thanksgiving. Ray said he likes the earlier meeting time and suggested starting at 5:00 pm instead.</p> <p>Cheryl said she would work on language for an earlier meeting start when she is working on bylaw updates.</p> <p>Cheryl mentioned what is on this month’s Diversity Events Calendar.</p> <ul style="list-style-type: none"> • National American Heritage Month: This month celebrates the contributions — cultures, traditions, histories — of Native people to the United States • Movember: A month-long fundraiser that seeks to raise awareness for men’s issues like suicide as well as prostate and testicular cancer • November 1 – All Saints ’Day, All Souls Day, Día de Los Muertos: These days are dedicated to all those who have passed away in the Christian faith as well as the Mexican and Aztec communities • November 16 – International Day for Tolerance: The UN holiday was founded to encourage respect among various people regardless of culture, language, religion, or ethnicity 	

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Trustees Remarks, continued	Diversity Events Calendar, continued... <ul style="list-style-type: none"> • November 12 – Diwali: An important celebration in the Hindu faith in which a variety of deities are praised • November 16 – Dutch American Heritage Day: This day applauds the long friendship between the Netherlands and the United States • November 20 – Transgender Day of Remembrance: This day is held as a remembrance for all those murdered because of transphobia. • November 23 – Thanksgiving • Bob mentioned Veterans Day, November 10th, was missing from the list. Cheryl encouraged the Trustees to attend more Library events.	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 4:40 pm.

Submitted by Lisa Mahon, Secretary to the Board