

South Plainfield Library Board of Trustees Meeting Minutes December 12, 2023

Topic	Discussion	Outcome/To Do
Presentation of Check to Heather	Heather was presented a check for \$3,000 (derived from library fees) for Social Services.	
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:37 pm. The meeting start delay was due to the Social Services Check presentation. 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; Robert A. Bengivenga; Stephanie Wolak; Excused Absent: Gary Jones, Vice President; Bill Seesselberg, School Rep; Unexcused Absent: Andrew Batshaw,	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Bob seconded the motion.	Motion carried unanimously.
Executive Session		
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15423 - #15466 totaling \$55,674.77) and called for a motion. Check #15425 and 15426 were voided due to printer malfunction. Bob motioned to accept the voucher payments. Stephanie 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. Stephanie 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. 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. Ray 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. Melissa reviewed the details of the proposed budget and stated that we are on target for 2024. There were no questions.	The bank statement was accepted.
Buildings and Grounds Report	Bob reported that there are no updates at this time.	

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Policy Report	Cheryl stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that there are no updates at this time.	
Technology Committee Report	Linda reported that the project is complete.	
Capital Projects Committee	Ray stated that everything is in good shape through the end of the year.	
Community Relations Committee	Stephanie stated that there are no updates at this time.	
Mayor's Alternate Report	Ray reported that all is good.	
Schools Report	Cheryl said that Bill stated that there is nothing to report at this time.	
Board President's Report	<p>1) Cheryl stated that due to a lack of quorum, bills were not paid on time and six late payment notices were received. Cheryl reviewed a proposal that would allow the Library Director and Business Person to send checks out without a vote if a quorum is not possible. Cheryl worried about the Library getting a reputation for late payment. Stephanie replied that getting such a reputation was not likely, as timely payment is the usual for the Library. After discussion, it was decided that the proposed update to the By-Laws would make Cheryl's proposal unnecessary.</p> <p>2) Cheryl reviewed the proposed updates to the By-Laws.</p> <ul style="list-style-type: none"> • Remote participation allowed for a timely vote if a quorum is not possible in person. • Earlier meeting time - After discussion, 6:00 pm was agreed upon. <p>3) Cheryl shared that Judith Krall-Russo (Tea Lady) will be presenting an adult program on "African Influences on Food" February 17th for African American/Black History Month.</p>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Stephanie motioned to open Public Comment. Melissa 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), Tea, Food and Fashion from Jane Austen to Queen Victoria Event 3/9/24 1 PM. • Due to delays in getting licenses, the Christmas Raffle will be a Winter Blues Raffle with a drawing on Feb. 2, 2024. To avoid such delays in the future, Winter Raffle plans will begin in June. • Juliana Mace acquired a historic cup and saucer from George Washington's Mount Vernon that will be used in a future fundraiser. 	

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Topic	Discussion	Outcome/To Do
Public Comments, continued	<p>Lisa's Library Friends updates, continued...</p> <ul style="list-style-type: none"> • Cheryl helped the Friends understand the Roberts Rules of Order for tabling issues (must be re-tabled or voted on in the next meeting). The Friends need to be better at following this rule in the future. • To allow for quick votes when needed, a By-Laws will be updated so Friends may make motions and vote via email replies. • The next Friends Meeting will be on December 21, 2023. 	
New Business - Approval of 2024 Proposed Budget	Cheryl called for a motion. Stephanie motioned to approve the 2024 Budget. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Updated Meeting Time	Cheryl called for a motion. Bob motioned to approve 6:00 pm as the new meeting start time. Ray seconded the motion. There was no discussion.	Motion carried unanimously. Linda will inform Amy, Borough Clerk, of the change.
New Business - Approval of Updated By-Laws	Cheryl called for a motion. Melissa motioned to approve the updated By-Laws. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Notices of Library Events	Cheryl doesn't want Board Members to miss events that they or the children in their lives might enjoy.	Cheryl will send event notices to Board Members moving forward
Public Comments	Cheryl called for a motion. Bob motioned close Public Comment. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Ray wished everyone Merry Christmas and a Happy New Year. Ray also stated that this was a productive year at the Library and he expects next year to also be productive.</p> <p>Melissa wished everyone Happy Holidays.</p> <p>Stephanie said, "ditto."</p> <p>Bob i wished everyone Merry Christmas and a Happy New Year and for all to be good.</p> <p>Cheryl wished to all a Merry Christmas, Happy Hanukkah and she noted that many cultures have holidays in December. Cheryl stated that the year seemed to go very fast. Cheryl noted her sadness for the loss of Frank Lemos and mentioned how she was inspired to visit Gettysburg after her last conversation with Frank was about Gettysburg.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • December 1 – World AIDS Day: This day highlights the importance of HIV/AIDs awareness and raises money for its cure. 	

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Topic	Discussion	Outcome/To Do
Trustees Remarks, continued	<p>Diversity Events Calendar, continued...</p> <ul style="list-style-type: none"> • December 3 – International Day of Persons with Disabilities: This United Nations holiday raises awareness for the rights of individuals with disabilities. • December 10 – International Humans Rights Day: A holiday adopted by the UN in 1948 following the Universal Declaration of Human Rights. • December 16 to December 24 – Las Posadas: A religious festival celebrated in Mexico and parts of the U.S. during the Christmas season. • December 7 to December 15 – Hanukkah: A Jewish holiday celebrating Jew rising up against their Greek-Syrian oppressors in the Maccabean Revolt. • December 22 – Winter Solstice/Yule: A festival celebrated by Pagan and Wiccan faiths. • December 25 – Christmas: A Christian holiday marking the birth of their lord and savior, Jesus Christ. • December 26 – Kwanzaa: An 8-day holiday often celebrated by Black Americans that was inspired by African harvest celebrations. 	
Adjournment	Cheryl called for a motion. Melissa motioned to adjourn. Stephanie seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:18 pm.

Submitted by Lisa Mahon, Secretary to the Board