

South Plainfield Library Board of Trustees Meeting Minutes January 9, 2024

Topic	Discussion	Outcome/To Do
Call to Order	<p>The meeting was called to order by President Cheryl Nagel-Smiley at 4:00 pm. The meeting was held early due to inclement weather. 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.</p>	
Roll Call	<p>Trustees Present: Cheryl Nagel-Smiley, President; Gary Jones, Vice President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak; Excused Late: Robert A. Bengivenga arrived at 4:37 pm</p>	
Election of Officers	<p>Ray nominated Cheryl Nagel-Smiley for President; Stephanie seconded the motion. There was no discussion. Melissa nominated Gary Jones for Vice President; Annemarie seconded the motion. There was no discussion. Annemarie nominated Melissa Katsingris for Treasurer; Gary seconded the motion. There was no discussion.</p>	<p>Motions carried unanimously. Bob was not present for the vote.</p>
Introduction of Board Members	<ul style="list-style-type: none"> • Cheryl Nagel-Smiley shared that she has lived in town since 1990. She was a Special Education Teacher from 1969 - 2015 and is a big union person. Cheryl has been on the Library Board on and off since 2003. She was the Mayor's Rep under Democratic and Republican mayors. • Melissa Katsingris said this is her 12th year. Her son loved the Library. Melissa was a Preschool Teacher. She thinks the Library is an asset to the town. • Stephanie Wolak shared that she has three children and two grandchildren. She works at Riley School. Stephanie does a lot of volunteer work. • Annemarie Stoeckel has served on the Library Board for ten years as the Superintendent's Representative. She was a Tech Teacher and Librarian. Annemarie loves the Library and also serves and the Treasurer of the Library Friends. • Bill Seesselberg said he has lived in town since 1962. He is a Member of the Board of Education and a dedicated volunteer in town. Bill loves the Library. • Ray Rusnak shared that he moved to town in 1998 and was on the Town Council for nine years. Ray has served on the Library Board since 2017. • Gary Jones said he moved to town in 1987 and raised his kids here. Gary is retired from the NJ State Police and Motor Vehicle. He coaches around town and has used the Library every day since he retired (14 years). 	

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Introduction of Board Members, continued	<ul style="list-style-type: none"> Janine Kupcho shared that she was born and raised in South Plainfield. Her husband is also from town. She used to teach in town. Janine has two young children who use the Library. She loves everything the Library has to offer and takes advantage of the books and programs. Janine is happy to volunteer and thanked everyone for the welcome. 	
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, Bill, Janine and Annemarie abstained from the vote. Bob was not present for the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15467 - #15501 totaling \$59,753.28) and called for a motion. Melissa motioned to accept the voucher payments. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously. Bob was not present for the vote.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Annemarie motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously. Bob was not present for the vote.
Cash Receipts Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously. Bob was not present for the vote.
Statistical Report Review	Cheryl called for a motion. Janine motioned to accept the report. Ray seconded the motion. There was no discussion.	Motion carried unanimously. Bob was not present for the vote.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Bill motioned to accept the report. Stephanie seconded the motion.	Motion carried unanimously.
Policies and Procedures	<p>Cheryl reviewed the following sections of the policies and procedures:</p> <ul style="list-style-type: none"> Mission Statement - Cheryl noted that the Mission Statement will be updated after review of the Strategic Planning feedback. Trustee Role and Responsibilities Communication Attendance Committees Background <p>Melissa reviewed the Finance and Budget Information section of the policies and procedures.</p>	

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Committee Assignments	Cheryl reviewed the updated committee assignments	
Finance and Budget/ Treasurer's Report	Melissa presented the bank statement. There were no questions.	The bank statement was accepted.
Buildings and Grounds Report	Cheryl stated that the committee will need to meet to address issues with the HVAC system. Linda distributed that reviewed proposals and issues that need to be fixed on the HVAC system. Bill asked for pictures to be taken of areas that need to be fixed for the committee to review. Some questions about who is responsible to fix support structures on the system were discussed.	Trustees should email Linda questions for the committee. The committee will meet.
Policy Report	Cheryl stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that the Strategic Planning feedback showed people want the Library to be open more hours on the weekend (full day Saturday; half day Sunday). This would require more staff.	This will be voted on during New Business.
Technology Committee Report	Cheryl stated that there are no updates. Bill asked if installation is complete for former projects, and Linda replied, yes.	
Capital Projects Committee	Ray stated that the committee needs as soon as possible to meet to plan for 2024.	The committee will meet.
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	Bill reported that the are no updates at this time.	
Board President's Report	<ol style="list-style-type: none"> 1) Cheryl stated that they are waiting for the final draft of the Strategic Planning Feedback report (to be approved in February). 2) Cheryl stated that Trustees' email addresses will be added to the events mailing list (so she won't have to forward this info herself). 	All Trustees agreed to have their emails on the mailing lists
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> <ul style="list-style-type: none"> • Lisa reported that there are no updates at this time (December Friends Meeting was cancelled due to nothing to discuss). Cheryl asked about the Lego raffles. The Raffle pulls will happen in February. 	
New Business - Approval of the 2024 Meeting Schedule & Holiday Schedule	Cheryl called for a motion. Ray motioned to approve the 2024 meeting and holiday schedule. Bill seconded the motion. There was no discussion.	Motion carried unanimously.

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New Business - Appointments of the Board Attorney, Library Auditor, Computer Services, Web Services and QPA	Cheryl called for a motion. Bob motioned to approve the appointments of Michael Cerone as the Board Attorney, Kaufman, Diamond & Co. as the Library Auditor, JD Cloud Consulting for Computer Services, Joan Dolman for Web Services and Kelly Cupit as the Qualified Purchasing Agent (QPA). Gary seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Resolution Designating Library Director as Purchaser	Cheryl called for a motion. Melissa motioned to approve the resolution designating the Library Director as Purchaser. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Resolution Designating Official Newspapers	Cheryl called for a motion. Gary motioned to approve the resolution designating the Library's Official Newspapers. Bill seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval for Director to Begin Staff Search as per Strategic Plan feedback	Cheryl called for a motion. Janine motioned to approve the Director beginning the Staff Search as per Strategic Plan feedback to extend weekend hours. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned close Public Comment. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Annemarie hoped everyone had good holidays and stated that she is glad to be back. She is looking forward to the coming year.</p> <p>Bill shared that the Elks distributed dictionaries and Judy Blume books to over 300 kids.</p> <p>Ray welcomed Janine and Annemarie and encouraged people to send him questions and suggestions for Capital projects.</p> <p>Gary wished everyone a safe and happy new year. He said he is glad Annemarie is back and welcomed Janine.</p> <p>Melissa wished everyone a happy new year, and she looks forward to a successful new year. Melissa thanked the Board for voting for her as Treasurer.</p> <p>Janine thanked everyone for her warm welcome and said she is looking forward to learning more and helping the Library.</p> <p>Stephanie stated she is looking forward to a great year ahead.</p> <p>Bob wished everyone a happy safe new year.</p>	

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Trustees Remarks, continued	<p>Cheryl apologized for not having this month's Diversity Events Calendar. She noted that Martin Luther King Day is January 15th. Cheryl asked Bob if there were any veteran holidays in January. Bob replied there aren't but wanted to note the passing of Joe Vella, who had been the oldest veteran (age 102 years) in town and a wonderful mentor to Bob.</p> <p>Cheryl welcomed Janine and Annemarie. She stated that this is the nicest committee she has ever worked on. Cheryl wished for everyone to have a safe and happy new year.</p>	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Bob seconded the motion.	Motion carried unanimously. Meeting adjourned at 4:58 pm.

Submitted by Lisa Mahon, Secretary to the Board