

South Plainfield Library Board of Trustees Meeting Minutes February 13, 2024

Topic	Discussion	Outcome/To Do
Call to Order	<p>The hybrid meeting was called to order by President Cheryl Nagel-Smiley at 6:00 pm using virtual technology (Zoom) for Members who cannot attend due inclement weather.</p> <p>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 (via Zoom); Robert A. Bengivenga; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak (arrived 6:02 pm); Excused Absent: Bill Seesselberg, School Rep</p>	
Approval of Minutes	<p>Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Bob seconded the motion.</p>	<p>Motion carried unanimously</p>
Payment of Vouchers	<p>Cheryl reviewed the vouchers (checks #15502 - #15540 totaling \$41,510.68) and called for a motion. Gary motioned to accept the voucher payments. Annemarie seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
Expense Report Review	<p>The expense report was tabled.</p>	<p>The report will be reviewed and approved at the March meeting.</p>
Cash Receipts Report Review	<p>Cheryl called for a motion. Melissa motioned to accept the report. Annemarie seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
Statistical Report Review	<p>Cheryl called for a motion. Melissa motioned to accept the report. Annemarie seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
Director's Report	<p>Linda reviewed her report. Cheryl called for a motion. Stephanie motioned to accept the report. Gary seconded the motion.</p>	<p>Motion carried unanimously.</p>
Finance and Budget/ Treasurer's Report	<p>Melissa presented the bank statement. There were no questions.</p>	<p>The bank statement was accepted.</p>
Buildings and Grounds Report	<p>Bob reviewed the information and recommendations in the Buildings and Grounds report to use DPW's HVAC professional to manage the Library's HVAC system.</p> <p>Melissa asked what would happen if the professional was not available to deal with an emergency. Bob answered that another company could be hired to deal with an emergency if the DPW professional was not available.</p>	

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Buildings and Grounds Report, continued	<p>Melissa inquired how the professional is paid. For example, would the library be paying him when he is already being paid a salary by DPW. Bob explained that he is paid hourly, so the library would only pay for hours he spent working on library issues (there would be no double pay). Stephanie asked would there be any consequences for not using Edison Heating and Cooling per their agreement if we don't use them. Bob replied, no, there would not be.</p> <p>Ray stated that he thinks we should give using the DPW professional a try, as it would be much more cost effective than using Edison Heating and Cooling. Ray and Bob gave examples of the cost differences in some scenarios.</p>	This will be voted on during New Business.
Policy Report	Cheryl stated that there are no updates at this time.	
Personnel Committee Report	<p>Cheryl reviewed the information about the potential new hires in the Personnel Committee report, and she noted a change: Mary Piekarski is no longer interested in the part time Librarian position.</p> <p>Stephanie stated she may have a candidate to recommend for the part time Librarian position.</p>	<p>Linda will continue the search for a part time Librarian to start ASAP.</p> <p>These new hires will be voted on during New Business.</p>
Technology Committee Report	Cheryl stated that there are no updates.	
Capital Projects Committee	An alternate hand dryer with catch basin was chosen (since the one originally chosen is not available).	The committee will meet to update the Capital Projects report.
Community Relations Committee	Stephanie stated that there are no updates at this time.	
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	There are upcoming Library class trips planned for the First Grade (in March) and for PreK (in April).	

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Board President's Report	1) Cheryl stated that the final draft of the Strategic Planning Feedback report is coming. 2) Cheryl stated that Trustees' email addresses were added to the events mailing list (so Trustees should look out for these emails to get event information). 3) Cheryl shared information about the upcoming African Influences on Food Event (2/17/24 at 1 PM) to be presented by Judith Krall-Russo (Tea Lady). 4) Cheryl gave kudos to the Children's Staff and Linda for the great job they did with the Lunar New Year event. People of all ages attended. Cheryl learned some things: This year is the Year of the Dragon; The Thai people don't celebrate Lunar New Year.	
Old Business	There was no Old Business to discuss.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open Public Comment. Janine seconded the motion. <ul style="list-style-type: none"> • Lisa reported: <ul style="list-style-type: none"> • The Friends voted to allow the Friends President and Treasurer to spend up to \$500 in an emergency situation, at their discretion. • The Friends will pay for "Easter Stuffed Dinosaurs with Bunny Ears" for 700 children for the Bunny Hop. • The Friends Vice President is doing research for the Tea, Food and Fashion from Jane Austen to Queen Victoria Event scheduled for 3/9/24 1 PM. • The Winter Blues Raffles Drawings were done on 2/2/24. • The Friends will get the Pass for Eastern State Penitentiary Museum in Philadelphia which allows entry for 1 - 6 people (excluding holidays) to try for a year. • The Friends plan to make changes to improve tracking of ticket sales after receiving a bad check for a large number of tickets. • The next Friends meeting will be 2/22/24. 	
New Business - Approval of expanded library hours	Cheryl called for a motion. Annemarie motioned to approve the expanded library hours: Tuesday 6 PM – 8 PM, Saturday 9 AM – 5 PM, and Sunday 1 PM – 5 PM. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of PT Library Assistants	Cheryl called for a motion. Bob motioned to approve PT Library Assistants Stephanie Pabon, Rachel Chu, and Jailyn Mitchell at a rate of \$18.50 per hour. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.

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New Business - Approval of FT Children's Library Associate	Cheryl called for a motion. Janine motioned to approve Kitty Wang as FT Children's Library Associate at an annual salary of \$46,500.00. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of HVAC maintenance	Cheryl called for a motion. Stephanie motioned to approve HVAC maintenance performed by the DPW professional as per the Buildings and Grounds Committee recommendation. Annemarie seconded the motion. There was no discussion.	Motion carried with Melissa dissenting.
Public Comments	Cheryl called for a motion. Bob motioned close Public Comment. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Ray wished everyone a happy Valentine's Day.</p> <p>Gary wished everyone a happy Valentine's Day and to stay safe.</p> <p>Melissa wished everyone a happy Valentine's Day, and she said she looks forward to warmer weather.</p> <p>Janine was glad to see there's a crochet club. She said having the new hires will be good and help the Library grow. She also wished everyone a happy Valentine's Day.</p> <p>Stephanie stated she is happy the Library will be able to use the Senior Center for events. She also said she is looking forward to going to school to share event pictures with the children.</p> <p>Bob wished everyone a happy Valentine's Day and showed everyone his old library care with the metal tab in it.</p> <p>Annemarie is glad to see Strategic Plan recommendations going into effect. She also wished everyone a happy Valentine's Day.</p> <p>Cheryl wished everyone a happy Valentine's Day, as well as glad we have hired women to bring more diversity to the library.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • American Heart Month • Black History Month • February 1 – National Freedom Day • February 4 – Rosa Parks Day • February 6 – Safer Internet Day • February 10 – Chinese New Year (Year of the Dragon) • February 11 – International Day of Women & Girls in Science • February 12 – International Epilepsy Day • February 6 – Safer Internet Day • February 10 – Chinese New Year (Year of the Dragon) • February 11 – International Day of Women & Girls in Science 	

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Trustees Remarks, continued	Diversity Events Calendar, continued: <ul style="list-style-type: none"> • February 12 – International Epilepsy Day • February 13 – Mardi Gras • February 14 – Ash Wednesday • February 14 – Valentine’s Day • February 15 – Nirvana Day (Buddhist) • February 15 – International Childhood Cancer Day • February 19 – Family Day (Canada) • February 20 – World Day of Social Justice • Additional February 20- President’s Day 	
Executive Session	Cheryl called for a motion. Melissa motioned to enter an Executive Session. Annemarie seconded the motion.	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Bob seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:52 pm.

Submitted by Lisa Mahon, Secretary to the Board