

**South Plainfield Library Board of Trustees Meeting Minutes March 12, 2024**

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:00 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; Gary Jones, Vice President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Janine Kupcho; Annemarie Stoeckel; Stephanie Wolak; Excused Absent: Robert A. Bengivenga Guests: Eileen Palmer and Allen McGinley	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Gary seconded the motion.	Motion carried unanimously with Bill abstaining from the vote.
Library Crossroads Strategic Plan Presentation	Eileen Palmer and Allen McGinley reviewed key aspects of the Strategic Plan.	
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15541 - #15581 totaling \$53,977.91) and called for a motion. Gary motioned to accept the voucher payments. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Annemarie motioned to accept the February and March reports. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Janine motioned to accept the report. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Annemarie 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. Gary seconded the motion.	Motion carried unanimously.
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 said she did not receive any updates from Bob. Linda noted that the town checked the HVAC system and all looks good after a minor fan replacement.	
Policy Report	Gary stated that a committee meeting needs to be held.	A meeting will be scheduled.
Personnel Committee Report	Cheryl stated that there are no updates but Linda is still advertising for a part time librarian.	

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Technology Committee Report	Annemarie stated that there are no updates.	
Capital Projects Committee	Ray said the committee will meet before the next Board meeting and discuss some ideas based on the Strategic Report if adopted in New Business.	The committee will meet.
Community Relations Committee	Stephanie stated that there are no updates at this time. Cheryl mentioned that an event should be planned sometime this Spring to install the plaque for Frank Lemos and invite Mr. Lemos' family members.	
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Bill stated there are no updates at this time.	
Board President's Report	<p>1) Cheryl stated that the "African Influences on Food" event has been rescheduled for Sunday, April 21, 2024.</p> <p>2) Cheryl stated that the Tea, Food and Fashion from Jane Austen to Queen Victoria Event presented by Judith Krall-Russo (Tea Lady) was very interesting. 20-25 people attended.</p> <p>3) Cheryl said she found the information in the Senior Fraud Prevention workshop at the Senior Center very helpful. Five government entities presented. Cheryl shared some things she learned:</p> <ul style="list-style-type: none"> <li>• If you suspect your mail is being tampered with, you can sign up at the post office to have your mail scanned, so you will know what mail is going to be delivered.</li> <li>• You can go to <a href="https://www.irs.gov">IRS.gov</a> to sign up to get a 6 digit pin to use on your IRS statements.</li> <li>• If in doubt, hang up the phone, and if you are worried for your safety, call the police.</li> </ul>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Stephanie motioned to open Public Comment. Bill seconded the motion.</p> <ul style="list-style-type: none"> <li>• Lisa reported for the Library Friends: <ul style="list-style-type: none"> <li>• Book Sale will be Friday, Sept. 6th, Saturday, Sept. 7th and Sunday, Sept. 8th (set up would be on Thursday, Sept. 5th). Donations will be accepted July and August.</li> <li>• Annemarie did excellent research on how other Friends groups handle library museum tickets and passes. A new ILS (integrated library system) is coming in June, and the new ILS may have a component for museum tickets/passes. In the meantime, Annemarie created a new form for museum tickets/passes.</li> <li>• Stephanie Bonanno provided museum ticket/passes lists from other libraries and is looking into more.</li> </ul> </li> </ul>	

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Public Comments, continued	<ul style="list-style-type: none"> <li>• Lisa’s report, continued:               <ul style="list-style-type: none"> <li>• Annemarie reinstated PayPal, and she found out about PayPal’s “Giving” option that allows donation payments without a transaction fee.</li> <li>• A Juneteenth event is being planned.</li> </ul> </li> </ul> <p>Ken shared that when he attended the Historical Society Meeting, he learned about the South Plainfield Archeological Dig, which has unearthed Native American and Revolutionary War era artifacts. Efforts are underway for South Plainfield to take ownership of the artifacts.</p>	
New Business - Approval of the 2024 South Plainfield Library Strategic Plan	Cheryl called for a motion. Annemarie motioned to approve the 2024 South Plainfield Library Strategic Plan. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Janine motioned to close Public Comment. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Gary wished everyone a happy Easter and to stay safe.</p> <p>Melissa wished everyone a happy Spring and Easter. She said she’s happy with the extended hours and how the new staff is working out. She was glad to be part of the Strategic Planning committee.</p> <p>Janine is excited to get students involved with improving the aesthetic appeal of the library, maybe with murals. She also loved the Spill the Tea event and shared that such events where Teens can share their feelings and be themselves are essential for them.</p> <p>Stephanie said, “What she said.”</p> <p>Annemarie stated that it was a pleasure working with the Strategic Planning committee and to get such great feedback from the community.</p> <p>Bill wished everyone a happy Spring and Easter.</p> <p>Ray stated that the new hand dryers were installed this week, and an electrical outlet on the handicap ramp for a digital display sign will be installed before the next Board meeting.</p> <p>Cheryl shared that she is glad the Strategic Plan was developed the way it was. She wished everyone happy Saint Patrick’s Day, Easter and Palm Sunday.</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"> <li>• Developmental Disabilities Awareness Month</li> <li>• Ethnic Equality Month</li> <li>• Gender Equality Month</li> <li>• Greek-American Heritage Month</li> <li>• Irish-American Heritage Month</li> <li>• National Colon Cancer Awareness Month</li> <li>• National Kidney Month</li> <li>• National Multiple Sclerosis Awareness and Education Month</li> <li>• National Women's History Month</li> <li>• March 1 – Employee Appreciation Day</li> <li>• March 8 – International Women's Day</li> <li>• March 8 – Maha Shivarati (Hindu)</li> <li>• March 10 – Ramadan begins (Islam)</li> <li>• March 14 – Pi π Day</li> <li>• March 14 – Equal Pay Day</li> <li>• March 17 – St. Patrick's Day</li> <li>• March 21 – World Down Syndrome Day</li> <li>• March 23 – Purim (Jewish)</li> <li>• March 25 – International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade</li> <li>• March 24 – Holi (Hindu)</li> <li>• March 24 – Palm Sunday (Christian)</li> <li>• March 29– Good Friday (Christian)</li> <li>• March 31 – International Transgender Day of Visibility</li> <li>• March 31 – Easter (Christian)</li> </ul>	
Adjournment of Public Meeting	Cheryl called for a motion. Melissa motioned to close the public meeting. Annemarie seconded the motion.	Motion carried unanimously.
Executive Session	Cheryl called for a motion. Gary motioned to enter into Executive Session. Stephanie seconded the motion.	Motion carried unanimously.

Submitted by Lisa Mahon, Secretary to the Board