

**South Plainfield Library Board of Trustees Meeting Minutes July 8, 2025**

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; Melissa Katsingris, Vice President/Secretary; Annemarie Stoeckel, Treasurer; Ray Rusnak, Mayor's Rep; Robert A. Bengivenga; Carol Christatos; Janine Kupcho; Excused Absent: Bill Seesselberg, School Rep; Stephanie Wolak	
Of Note	Cheryl noted Stephanie's and Ray's birthdays.  Cheryl asked for prayers for the people suffering from floods in Texas and for the local people who suffered from the damage caused by last Thursday's tornado  Cheryl complimented DPW for their response to last Thursday's tornado and had thanked some of the men she had seen cleaning up debris. She asked Board members to do the same.	
Approval of Minutes	Cheryl called for a motion. Annemarie motioned to accept the minutes from the previous meeting. Bob seconded the motion. There was no discussion.	Motion carried unanimously with Bob and Melissa abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16291 - #16342 totaling \$93,013.67) and called for a motion. Bob motioned to accept the voucher payments. Melissa seconded the motion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Carol seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Melissa 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. Bob motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Annemarie presented the bank statement.	The bank statement was accepted.

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Buildings and Grounds Report	Linda shared that, as per the Fire Inspector, the inaccessible emergency lights may be moved to new locations, and they also may be changed to be LED lights.	Linda noted that the quote for the lights project will be discussed in New Business.
Policy Report	Cheryl asked for Janine to meet with the committee this summer to create a gift giving policy (after determining what is permitted by law).	
Personnel Committee Report	Cheryl noted that one of the part time employees is pregnant. Cheryl shared that the Friends awarded two part time employees a \$1,000 scholarship (each) to support their graduate level studies in library sciences.	
Technology Committee Report	Annemarie shared that she is glad the website is up and running.	Annemarie stated that the committee will meet this summer to inventory the machines to see what is needed.
Capital Projects Committee	Ray stated that there are no projects moving forward currently.	
Community Relations Committee	Cheryl 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	Cheryl stated that there are no updates at this time.	
Board President's Report	<ol style="list-style-type: none"> <li>1) Cheryl signed up for Summer Reading.</li> <li>2) Cheryl attended the Juneteenth event but was disappointed more people did not attend.</li> <li>3) Cheryl complimented the Adult Newsletter, calling it streamlined.</li> <li>4) Cheryl shared that the Friends are taking CD, DVD and book donations for the Fall Book Sale.</li> </ol>	
Old Business	There was no Old Business to discuss.	

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Public Comments	<p>Cheryl called for a motion. Bob motioned to open Public Comment. Janine seconded the motion.</p> <p>Lisa reviewed the highlights from the last Friends Meeting.</p> <ul style="list-style-type: none"> <li>• Carol had shared about how nice the High School Scholarship Night was.</li> <li>• The Friends awarded two \$1,000 Graduate Scholarships to two Library employees at the Friends meeting (in person).</li> <li>• The Friends welcomed a new Friend to her first meeting.</li> <li>• The Friends got enough volunteers to be able to walk in the Labor Day Parade representing the Friends.</li> <li>• Election: The current Friends of the Library Board Members were affirmed to continue in their positions next year.</li> <li>• Being that the Friends don't meet in July and August, the Friends voted to provide funds for Fall/Winter Events: National Night Out, Trunk or Treat books and the Winter Holiday Lego Raffle Sets.</li> <li>• Fall Book Sale: On Friday, Sept. 19th, 3 PM - 6 PM there will be a Presale for Teachers and Members only. The main sale days will be Saturday, Sept. 20th and Sunday, Sept. 21st (during regular library hours). From Sept. 22nd onward, boxes of books will be for sale.</li> <li>• The Friends reviewed Friends of the Library Logo samples (discussion will take place when the Friends meet in September).</li> </ul> <p>Ken Morgan shared that the new Historical Society's new display should be completed in the next few days. He also shared that the History Center suffered from some storm damage but luckily none of the historical artifacts were harmed.</p> <p>Ken stated that the Historical Society will have a table at the Christmas in July event.</p> <p>Ken said he read a news article from 1971 that noted that the flag from the former missile base had been donated to the Library. Ken asked if anyone knew anything about this. Cheryl suggested asking Bill because he worked at the library in his youth around that time.</p>	Motion carried unanimously.
New Business: Approval of Company and Amount for Emergency Light Relocation Project	<p>Cheryl called for a motion. Carol motioned to approve engaging RT Tech Electric Company for the emergency light relocation project and to approve using \$2,875.00 from Capital Account to pay for the project. Melissa seconded the motion. There was no discussion.</p>	Motion carried unanimously.

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<p>New Business: Approval for Capital Committee to authorize additional emergency light relocation project expenditures</p>	<p>Cheryl called for a motion. Bob motioned to approve the Capital Committee to authorize any additional expenditures relating to the emergency light relocation project, if necessary. Ray seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>Public Comments</p>	<p>Cheryl called for a motion. Melissa motioned to close Public Comment. Carol seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>Trustees Remarks</p>	<p>Bob asked if the Library has a lithograph of Hadley Airfield, and Linda replied that she thinks so. Bob confirmed the upcoming display case and chairs donation.</p> <p>Janine stated that she thinks the website looks great and that it is easy to use. She shared that she has been enjoying the Summer Programs and recently attended the Minecraft Movie at the library. Janine wished everyone a good summer.</p> <p>Melissa complimented the website as amazing and easy to use. Melissa shared that she enjoyed attending the Budget Friendly Bites program (and that there is another one in September). She wished for everyone to enjoy their summers.</p> <p>Annemarie thanked Linda and her team for their hard work on the website. She also thanked the Technology Committee for their support. Annemarie wished for everyone to enjoy their summers.</p> <p>Ray said they did a great job on the website and he found it easy to use.</p> <p>Carol attended a Public Purchasing webinar and a Library Lawyer webinar (she liked the Lawyer one better). Carol shared that she found the website to be excellent. Carol thanked Ken for his assistance in finding books. Carols also asked for prayers for those suffering in Texas.</p> <p>Cheryl said she found the new website much easier to use, especially compared to the old site. Cheryl shared that she had a small tornado in her yard during last Thursday's storm. She suggested taking a ride through Plainfield to witness the sad damage caused by the storm.</p> <p>Cheryl shared that a PSE&amp;G worker stated to her that he had never seen such bad damage in such a confined area from a storm.</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>• Month-long Observances               <ul style="list-style-type: none"> <li>• Disability Pride Month: Honors the disabled community and the Americans with Disabilities Act</li> <li>• French American Heritage Month: Recognizes the contributions of French Americans to American culture</li> <li>• BIPOC Mental Health Awareness Month: Raises awareness for mental health among Black, Indigenous, and people of color</li> <li>• South Asian Heritage Month (July 18-August 17): Recognizes the contributions of South Asian Americans to American culture</li> </ul> </li> <li>July 4: Independence Day (4th of July) Celebrates the independence of the United States</li> <li>• July 9: Martyrdom of the Bab Commemorates the execution of the Baha'i co-founder</li> <li>• July 10: Dharma Day (Buddist) celebration of Buddha's teaching</li> <li>• July 14: Bastille Day Celebrates the independence of France</li> <li>• July 14: International Non-Binary People's Day Raises awareness of non-binary gender identities</li> <li>• July 18: Nelson Mandela International Day Promotes global peace by honoring the legacy of Nelson Mandela</li> <li>• July 24: Pioneer Day Commemorates the arrival of the first Mormon pioneers in Utah</li> <li>• July 26: National Disability Independence Day</li> <li>• Commemorates the signing of the Americans with Disabilities Act (ADA) into law in 1990</li> <li>• July 30: International Day of Friendship Recognizes the role of friendship in promoting peace and understanding between peoples and cultures</li> </ul>	
Adjournment	Cheryl called for a motion. Melissa motioned to adjourn. Annemarie seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:41 pm.