

**South Plainfield Library Board of Trustees Meeting Minutes November 18, 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; Bill Seesselberg, School Rep; Carol Christatos; Janine Kupcho  Excused Absent: Robert A. Bengivenga; Stephanie Wolak	
Condolences	Cheryl expressed everyone's condolences to Annemarie for the passing of her mother. Cheryl noted that the entire Board, Lisa, and Linda donated to give a memorial brick to Annemarie in honor of her mother.	
Of Note	Cheryl noted that Annemarie's birthday was on November 15th and that Melissa's birthday is going to be on Thanksgiving.	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Janine seconded the motion. There was no discussion.	Motion carried unanimously with Bill abstaining.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16501 - #16554 totaling \$83,429.90) and called for a motion. Melissa motioned to accept the voucher payments. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Carol motioned to accept the report. Janine seconded the motion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Janine motioned to accept the report. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Carol seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Melissa motioned to accept the report. Carol 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.
Buildings and Grounds	Ray shared that the holiday lights are up and ready to go.	

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Policy Report	<p>Janine reviewed the proposed sign policy and asked for the opinions of the Board regarding how long signs should be allowed to remain on display. Bill suggested that signs should only be allowed during two weeks prior to the scheduled event. Cheryl stated that sign displays would be first come first serve.</p> <p>After discussion, Melissa, Janine, Cheryl, Bill and Annemarie stated that they thought two weeks was their preferred timeframe. Carol stated that she would like the signs displays for three weeks. Ray shared that he thought it would be better to not allow any signs to be displayed.</p>	The current policy amended with “signs will only allowed to be displayed two weeks prior to the event” will be voted on during New Business.
Personnel Committee Report	Cheryl noted that the Board will vote on the approval of new part time bilingual Library Associate Dunia Villegas during New Business. Also there will be a discussion during Executive Session regarding staff salaries for 2026.	
Technology Committee Report	Annemarie stated that there were no updates.	
Capital Projects Committee	As mentioned previously, Ray stated that the holiday lights are up and ready to go.	
Community Relations Committee	Cheryl stated that there were no updates.	
Mayor’s Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Bill stated that there are no updates at this time. Cheryl asked on behalf of Mr. Bengivenga if it is true that the schools will not be doing any presentation for 9/11 for next year which is the 25th anniversary. Bill’s response was “no comment”	
Board President’s Report	<ol style="list-style-type: none"> <li>1. Cheryl attended the Dawali Festival and it was fantastic.</li> <li>2. Cheryl learned that NJLA Bylaws have changed and now former trustees can be board members (It had been restricted to current trustees previously).</li> <li>3. Cheryl attended the Personnel Committee meeting.</li> <li>4. Cheryl attended Trivia Night.</li> <li>5. Cheryl commended Jessica for her excellent selections of books for the Trunk or Treat event.</li> <li>6. Cheryl mentioned there will be a Pilgrims Presentation at the library on November 22 if anyone is interested. She has been enjoying the Ken Burns American Revolution documentary on PBS.</li> </ol>	

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Board President's Report, continued	7. Cheryl learned that starting in January all Board Members will be required to complete two hours of professional development training (every year). Cheryl advised the board members that they should inform Linda if they have a training they want to attend (as she needs to track and report all the professional development training hours). Therefore the Board must acquire 18 hours of professional development (each member 2 hours) to qualify for state aid.	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Melissa motioned to open Public Comment. Janine seconded the motion.</p> <p>Lisa shared a Friends of the Library Report:</p> <ul style="list-style-type: none"> <li>• The Friends are looking into adding Venmo as a additional payment method, since PayPal is working out so well.</li> <li>• After discussion, it was decided that promotional materials about the Lego Raffles and Friends Membership would be distributed at Trunk and Treat but tickets will not be sold. The Friends wanted to focus on giving out books at the event.</li> <li>• The Friends recognized the Library Staff for all their hard work during and after the book sale.</li> <li>• The Friends talked about future events including a mother daughter tea.</li> <li>• The Friends sponsored Babysitting Class will be on March 7. It is a 6 hour class for 11 - 17 year olds. The Friends are paying half the cost of the \$70 tuition.</li> </ul> <p>Ken shared the Historical Society is working with Piscataway TV on the small video segments on South Plainfield history.</p>	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Bill motioned to close Public Comment. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Executive Session	Cheryl called for a motion. Annemarie motioned to open the Executive Session. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Executive Session	<p>Cheryl called for a motion. Melissa motioned to close the Executive Session. Annemarie seconded the motion. There was no discussion.</p> <p>Cheryl called for a motion. Carol motioned to open the regular session. Janine seconded the motion. There was no discussion.</p>	Motions carried unanimously.
New Business: Approval of Amended Sign Policy	Cheryl called for a motion. Bill motioned to approve the amended sign policy. Annemarie seconded the motion. Discussion was held earlier in the meeting.	Motion carried with Ray and Carol dissenting.

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New Business: Approval of Dunia Villegas as PT Bilingual Library Associate at \$19.77 per hour	Cheryl called for a motion. Annemarie motioned to approve Dunia Villegas as a part time bilingual Library Associate at \$19.77 per hour. Ray seconded the motion. Bill asked if this hire will replace an exiting employee and Cheryl answered that it would.	Motion carried unanimously.
New Business: Approval of Resolution to Transfer \$350,000 from Operating to Capital Account	Cheryl read aloud the Resolution to Transfer \$350,000 from Operating to Capital Account. Cheryl called for a motion. Melissa motioned to approve the resolution. There was no discussion.	Motion carried unanimously.
New Business: Approval of Amended 2026 Salaries	Cheryl called for a motion. Carol motioned to approve the amended 2026 salaries. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
New Business for December	<p>Cheryl stated that at last year's December meeting, desserts and beverages were provided and asked all if they wanted to repeat it this year. The answer was yes.</p> <p>Cheryl noted that the fine money will be donated to Social Services at the December meeting (to be used where most needed).</p>	
Trustees Remarks	<p>Janine saw Santa on the calendar and is looking forward to his event. Janine shared that she loved that the author showed up at the book club meeting. She wished everyone a happy Thanksgiving.</p> <p>Carol wished everyone a happy holiday and said she is glad we can laugh.</p> <p>Bill wished everyone a happy Thanksgiving. Bill noted that the November 30th tree lighting will be the semi official start of the Centennial celebration (the logo is going to be unveiled).</p> <p>Ray noted that this was one of the longest meetings he's ever attended. Ray wished everyone a happy Thanksgiving and wished for everyone to stay safe during all the upcoming holidays. Ray also stated that he is glad that discussions are cordial.</p> <p>Annemarie thanked everyone for the memorial brick for her mother. Annemarie wished everyone a happy Thanksgiving.</p> <p>Melissa wished everyone a happy Thanksgiving. She also noted that her library book receipt says that she has saved \$539 so far this year (and \$1,300 since the calculations began).</p>	

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Trustees Remarks, continued	<p>Cheryl wished everyone a happy Thanksgiving. Cheryl stated that she likes we can disagree without being disagreeable.</p> <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>• Native American Heritage Month: Recognizes the contribution of Native Americans to American culture</li> </ul> </li> <li>• November 1: All Saints' Day - A day to honor all saints of the church that have attained heaven</li> <li>• November 1-2: Día de Muertos (Day of the Dead) - A Mexican holiday where families welcome back the souls of their deceased relatives for a brief reunion that includes food, drink, and celebration</li> <li>• November 11: Veterans Day - Honors military veterans who served in the US armed forces</li> <li>• November 13-19: Transgender Awareness Week - Raises awareness and promotes respect for transgender people</li> <li>• November 16: International Day for Tolerance - Encourages respect among various people regardless of culture, language, religion, or ethnicity</li> <li>• November 19: International Men's Day - Highlights positive male role models and issues facing men globally</li> <li>• November 20: Transgender Day of Remembrance - \Memorializes those who have lost their lives due to anti-transgender violence</li> <li>• November 25: International Day for the Elimination of Violence Against Women - Calls for action to end violence against women and girls</li> <li>• November 27: Thanksgiving Day - A US holiday that celebrates the breaking of bread between settlers and Native Americans</li> <li>• November 28: Native American Heritage Day - Raises awareness to Americans about the historical status of Native American tribal governments</li> <li>• November 30: Bonifacio Day - A national holiday in the Philippines commemorating Andrés Bonifacio, one of the country's national heroes</li> </ul>	
Adjournment	Cheryl called for a motion. Carol motioned to adjourn. Janine seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:44 pm.