

South Plainfield Library Board of Trustees Meeting Minutes December 9, 2025

Topic	Discussion	Outcome/To Do
Social Services Presentation of Fine Money	The Library Board presented the 2025 fine money, \$4,000 to Heather Barry, social worker, to use for social service emergencies.	
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:04 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; Carol Christatos; Stephanie Wolak Excused Absent: Bill Seesselberg, School Rep; Robert A. Bengivenga; Janine Kupcho	
Birthdays	Cheryl shared that her birthday was on December 1st and she turned 78.	
Approval of Minutes - Open Session	Cheryl called for a motion. Annemarie motioned to accept the minutes from the previous meeting's open session. Melissa seconded the motion. There was no discussion.	Motion carried unanimously with Stephanie abstaining.
Approval of Minutes - Executive Session	Cheryl called for a motion. Annemarie motioned to accept the minutes from the previous meeting's executive session. Ray seconded the motion. There was no discussion.	Motion carried unanimously with Stephanie abstaining.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16555 - #16594 totaling \$70,255.88) and called for a motion. Carol 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. Melissa motioned to accept the report. Annemarie seconded the motion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Carol 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. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Annemarie motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.

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Finance and Budget/ Treasurer's Report	Annemarie presented the bank statement. Annemarie reviewed the proposed 2026 budget. The budget will be voted on during New Business.	The bank statement was accepted.
Buildings and Grounds	Linda stated that she called Edison Heating & Cooling today to repair a broken thermostat. Cheryl shared that a new outlet was installed in the Staff Room to support a larger refrigerator.	
Policy Report	Cheryl stated that there were no updates.	
Personnel Committee Report	Cheryl noted that the Board will vote on the approval of new part time substitute Librarian Karen Mitchell during New Business. Linda explained that this hire will not cost any additional money, as she will be called upon to substitute for staff who are absent from work.	
Technology Committee Report	Annemarie stated that there were no updates.	
Capital Projects Committee	Ray stated that there were no updates.	
Community Relations Committee	Stephanie told everyone to enjoy the snacks.	
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Cheryl noted that Bill is attending the High School Holiday Concert, and he had told Cheryl that all is good.	
Board President's Report	<ol style="list-style-type: none"> 1. Cheryl attended the Eat to Beat Stress event and noted that they are coming back for a Heart Health event. 2. Cheryl shared that she hoped everyone can come to the Santa Ed event. She noted that Ed will not take any money or donations for his participation in holiday events. 3. Cheryl caught Stephanie up on the updated minimum professional development requirements. Now, each board member must complete two hours of professional development training. She also noted that Linda needs to be informed of any training that was completed. 4. Other ways the library helps the Community are the Angel Tree and all fine money is given to social services. 	
Old Business	There was no Old Business to discuss.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open Public Comment. Melissa seconded the motion.	Motion carried unanimously.

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Public Comments, continued	<p>Lisa shared a Friends of the Library Report:</p> <ul style="list-style-type: none"> • The Friends will set up a table at the Santa Ed Event, and Carol, Stephanie Bonanno and Judy England-McCarthy will work the table. • The Friends voted to provide funds for the Lunar New Year Event. • The Friends noted the topics that will be discussed at the next meeting. <p>Ken shared the Historical Society met on Saturday. Ken noted the preparations being worked on for the Centennial Celebration.</p> <ul style="list-style-type: none"> • Ken is working with Piscataway TV on the small video segments on South Plainfield history. • The Historical Society, in conjunction with the Library, is planning historical scavenger hunts (one for adults and one for children). A participant would look for items of historical interest. • A series of articles will be published on the Library’s website and on the Library Facebook page. 	
Public Comments	Cheryl called for a motion. Ray motioned to close Public Comment. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
New Business: Approval of 2024 Audit Report	Cheryl called for a motion. Melissa motioned to accept the Audit report. Carol seconded the motion. Linda reviewed how the audit was conducted and noted that the report looks good.	Motion carried unanimously.
New Business: Approval of 2026 Budget	Cheryl called for a motion. Melissa motioned to approve the amended 2026 budget. Annemarie seconded the motion. There was no discussion.	Motion carried unanimously.
New Business: Approval of Karen Mitchell as Substitute Librarian at \$38 per hour	Cheryl called for a motion. Stephanie motioned to approve Karen Mitchell as a part time substitute Librarian at \$38 per hour. Melissa seconded the motion. There was no discussion,	Motion carried unanimously.
Trustees Remarks	<p>Stephanie shared that the new Riley School Librarian started last week. She is coming once a week now, and Stephanie is very happy about this. Stephanie wished everyone a merry Christmas.</p> <p>Carol noted that she finished up her first year on the Board and she wanted to thank everyone for their support. She shared that she is really enjoying her time on the Board. Carol wished everyone happy holidays.</p> <p>Ray wished everyone a happy holiday season and new year. He noted that he put his application in for reappointment and hopes he can be back working with everyone upon his reappointment.</p> <p>Annemarie wished everyone a happy holiday season and hopes everyone can enjoy it with family and loved ones. She noted that she is hoping for good weather.</p>	

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Trustees Remarks, continued	<p>Melissa wished everyone a happy holiday season and the best in 2026.</p> <p>Cheryl stated that this is one of the best groups she has worked with in her 50 years working with committees. She added that she thinks the group works well together. Cheryl noted that Bob is also up for reappointment, and that they are five-year appointments. She hopes that the group can stay intact moving forward. Cheryl wished everyone a healthy and happy holiday season. Cheryl also noted that NYC is experiencing their coldest days in history.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar:</p> <ul style="list-style-type: none"> • Month-long Observances <ul style="list-style-type: none"> • HIV/AIDS Awareness Month: Raises awareness of the impact of the HIV/AIDS viruses on our communities across the world • Universal Human Rights Month: Celebrates the fundamental rights and freedoms that all humans are entitled to • December 1: World AIDS Day - Promotes awareness for those living with AIDS • December 3: International Day for People with Disabilities - Raises awareness and promotes the rights of people with disabilities • December 5: International Volunteer Day - Recognizes volunteers worldwide for all they do • December 10: International Human Rights Day - Commemorates the day the United Nations General Assembly adopted the Universal Declaration of Human Rights • December 14-22: Hanukkah - Jewish festival of lights commemorating the rededication of the Jerusalem temple • December 22: Yule - Pagan and Wiccan celebration of the winter solstice and rebirth of the sun • December 25: Christmas - Christian celebration of the birth of Jesus Christ • December 26: Boxing Day - Originated as a day to donate gifts to those in need • December 26-January 1: Kwanzaa - A week-long celebration honoring African heritage in African-American culture • December 30: Rizal Day - A Philippine national holiday commemorating the life and works of national hero José Rizal • December 31: New Year's Eve - Celebrates the evening before the new year 	
Adjournment	Cheryl called for a motion. Melissa motioned to adjourn. Carol seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:47 pm.