

South Plainfield Library Board of Trustees Meeting Minutes January 13, 2026

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 Courier-News and The Home News Tribune, and South Plainfield Taplnto	
Roll Call	Trustees Present: Cheryl Nagel-Smiley, President; Melissa Katsingris, Vice President/Secretary; Annemarie Stoeckel, Treasurer; Matthew Anesh, Mayor; Thomas Casio, School Rep; Robert A. Bengivenga; Carol Christatos; Stephanie Wolak; Excused Absent: Janine Kupcho	
Mayor's Representative and Schools Representative	<p>Mayor Anesh explained that he did not appoint a Rep, because he plans to attend meetings himself.</p> <p>Tom Casio explained that he is filling in for tonight. Tom said the Superintendent will appoint two Directors to attend meetings as the School's Representative. Cheryl noted that it would works best if there is continuity/consistency for meeting attendance.</p>	
House Keeping Information	<p>Cheryl explained the Bylaws (Article III, Section 1) regarding virtual meeting attendance. As per the Bylaws, the only reasons a Trustee can connect to a meeting virtually via Zoom are:</p> <ol style="list-style-type: none"> 1. The Governor has declared a State of Emergency. 2. At the request of the president a Trustee can call into a meeting to vote if a quorum if required. <p>Cheryl explained in the case of illness the Board's secretary and/or trustee have asked to Zoom in.</p> <p>Cheryl also explained according to the By Laws to have an excused absence you must notify the president or vice president, not Linda.</p>	
Nominations and Election of Officers	<p>Melissa nominated Cheryl Nagel-Smiley for President; Carol seconded the motion. There were no other nominations and no further discussion.</p> <p>Annemarie nominated Melissa Katsingris for Vice President; Stephanie seconded the motion. There were no other nominations and no further discussion.</p> <p>Carol nominated Annemarie Stoeckel for Treasurer; Stephanie seconded the motion. There were no other nominations and no further discussion.</p>	All motions carried unanimously.
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting's open session. Carol seconded the motion. There was no discussion.	Motion carried unanimously with Matt, Bob and Tom abstaining.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16595 - #16638 totaling \$73,387.05) and called for a motion. Bob motioned to accept the voucher payments. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.

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Expense Report Review	Cheryl called for a motion. Carol motioned to accept the report. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion and noted that the Cash Receipts are for the whole year of 2025. 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. Stephanie motioned to accept the report. Melissa seconded the motion. Cheryl commended Linda and staff that the totals for the year 2025 exceeded the totals of 2024. There was no further discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Bob motioned to accept the report. Stephanie seconded the motion. Cheryl asked if the 1st Grader Library Visits were for just public schools. Linda replied that private and parochial schools are welcome to plan visits, but the Library can only offer South Plainfield library cards to South Plainfield residents.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Annemarie presented the bank statement.	The bank statement was accepted.
Buildings and Grounds	Bob stated that there were no updates.	
Policy Report	Cheryl stated that there were no updates.	
Personnel Committee Report	Cheryl explained that as per the Strategic Plan to meet goals, Linda will be looking into hiring a part time Program Planner and a part time Computer Instructor. Also, the Social Worker's hours need to be increased to meet demands. Cheryl explained that the Committee will look into Linda's recommendations and no hiring will be done before the committee's findings are brought to the Board for approval.	
Technology Committee Report	Annemarie stated that there were no updates.	
Capital Projects Committee	Cheryl stated that there were no updates.	
Community Relations Committee	Stephanie stated that there were no updates.	
Mayor's Report	Matt noted that the 100 year anniversary logo is available for use.	
Schools Rep Report	Tom stated that there were no updates. Bob asked about the 9/11 School Ceremony. Tom explained with the 25th anniversary coming next year, they are trying to change the focus for students regarding 9/11. He said the commemorative part of 9/11 events is for adults, not for kids.	

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Schools Rep Report, continued	<p>Tom said the kids don't really get 9/11, so rather than have an assembly that gets the students out of class and goofing around inappropriately, they want to introduce learning about 9/11 into the classrooms for all the schools, not just the Middle School.</p> <p>Matt stated that the Borough commemorates 9/11 every five years. He noted that the Elks have an annual remembrance.</p> <p>Cheryl asked what about Veterans Day and Memorial Day. Tom replied that they are trying a different approach moving forward. For example, having a Veteran visit classes to talk about his/her experiences and answer questions.</p>	
Board President's Report	<ol style="list-style-type: none"> 1. Cheryl shared a reminder that in order to receive yearly state funding each Board Trustee (or his/her representative) will be required to complete two hours of professional development training (every year). Cheryl advised 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). 2. Cheryl stated that she will prepare a monthly report on Trustee's attendance and professional development accomplished by each Trustee (to keep everyone on target). 3. Regarding the 100 Year Town Celebration: <ul style="list-style-type: none"> • Cheryl will prepare a list of the most popular books from the years 1926 - 2025. • Cheryl noted that the Library Board will participate in activities the library staff have coordinated with the historical society. • Cheryl asked for people to tell her if they have other suggestions. • Cheryl plans to notify the Public Celebrations Committee of our intentions via the form provided via email. 4. Cheryl shared information about the upcoming events she plans to attend: <ul style="list-style-type: none"> • Trivia Night (1/14/26, 6:30 pm at the Library) • Friends Meeting (1/22/26, 6:00 pm at the Library) • Chinese Calligraphy (1/27/26, 12:30 pm at the Library) • Staying Young At Heart (2/3/26, 6:00 pm at the Library). Cheryl asked Melissa to share information about the event. Melissa noted that February is Heart Health Month and at this interactive event the Nutritionist will do cooking demos and share valuable information about the nutritional values of foods. • Lunar New Year (2/7/26, 10:15 am at the Senior Center) 	

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Board President's Report, continued	<p>4. Cheryl's upcoming events, continued:</p> <ul style="list-style-type: none"> • Life at an Edwardian Manor (1/28 at 7:00 pm at the Metuchen Library. Cheryl noted that she plans to attend this event with Linda and Stephanie Bonanno, the Library Friends President. <p>Cheryl noted Committee assignments will be given out at the February meeting.</p>	
Old Business	There was no Old Business to discuss.	
Public Comments	Cheryl called for a motion. Bob motioned to open Public Comment. Stephanie seconded the motion.	Motion carried unanimously.
Public Comments, continued	<p>Lisa noted that the Friends met in early December and she had reported about it at the last Trustees meeting.</p> <p>Ken shared that the new Historical Society display currently being worked on will be about railroads.</p> <p>Ken noted he still is working with Piscataway TV on small video segments on South Plainfield history for the 100 Year Celebration.</p>	
New Business: Approval of the 2026 Meeting Schedule and the 2026 Holiday Schedule	Cheryl called for a motion. Bob motioned to approve the 2026 Meeting Schedule and the 2026 Holiday Schedule. Melissa seconded the motion.	Motion carried unanimously.
New Business: Approval of Janitorial Services	Cheryl called for a motion. Melissa motioned to approve Dublin Maintenance to provide janitorial services for the Library. Matt seconded the motion.	Motion carried unanimously.
New Business: Appointment of the Board Attorney and Library Auditor	<p>Cheryl called for a motion. Melissa motioned to approve the appointment of Douglas S. Zucker as the Board Attorney and Kaufman, Diamond & Co. as the Library Auditor. Carol seconded the motion.</p> <p>Carol asked how the Library Auditor was selected. Linda explained that she was told she could not use the same Auditor as the Borough, so she had to find a new one. After searching, she got a recommendation from the Board Attorney (at the time). (It was noted that this auditor has been our auditor for the past few years)</p>	Motion carried unanimously.
New Business: Appointment of Computer Services and Web Services	Cheryl called for a motion. Melissa motioned to approve the appointment of JD Cloud Consulting for Computer Services and Joan Delman for Web Services. Carol seconded the motion.	Motion carried unanimously.
New Business: Appointment of Kelly Cupit as QPA	Cheryl called for a motion. Melissa motioned to approve the appointment of Kelly Cupit as QPA (qualified purchasing agent). Matt seconded the motion.	Motion carried unanimously.

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<p>New Business: Approval of Resolution Designating Library Director as Purchaser</p>	<p>Cheryl called for a motion. Carol motioned to approve the Resolution designating Linda, the Library Director, as Purchaser. Melissa seconded the motion. (Cheryl reminded the Board that last year there were three policies adopted whereby Linda is the spokesperson for the library. Also she would only hire licensed professional workmen for repairs for the building as well as she will use her discretion since she has worked at the library for 33 years and has been director for 14 years, she knows the building)</p>	<p>Motion carried unanimously.</p>
<p>New Business: Approval of Resolution Designating Official Newspapers</p>	<p>Cheryl called for a motion. Melissa motioned to approve the resolution to designate The Courier-News, The Home News Tribune and TapInto (electronic) as the official Library newspapers. Bob seconded the motion.</p>	<p>Motion carried unanimously.</p>
<p>Public Comments</p>	<p>Cheryl called for a motion. Stephanie motioned to close Public Comment. Bob seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>Trustees Remarks</p>	<p>Bob wished everyone a happy new year and congratulated the reelected Board Officers.</p> <p>Stephanie said she was looking forward to the upcoming Cooking Program and Lunar New Year event.</p> <p>Melissa wished everyone a happy new year and thanked everyone for reelecting her as Vice President.</p> <p>Carol stated that she is also looking forward to the upcoming Cooking Program and Lunar New Year event. Carol congratulated the reelected Board Officers. Carol thanked everyone for explaining when she asks questions.</p> <p>Matt congratulated the reelected Board Officers and thanked them for a great year.</p> <p>Annemarie wished everyone a happy new year and thanked everyone for reelecting her as Treasurer. Annemarie thanked Linda for her impressive report.</p> <p>Tom stated that he had no comments and asked to be sent the links to the Professional Development information.</p> <p>Cheryl thanked everyone for their support and said she would try to be a good President. She stated that the best committees are here. She admires how everyone can disagree without being disagreeable. Cheryl thanked the staff for being so community oriented.</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"> • Month-long Observances <ul style="list-style-type: none"> • Poverty in American Awareness Month • United States Poverty Awareness Month • January 1: New Year's Day • January 1: Emancipation Proclamation • January 3: Mahayana New Year (Buddhist) • January 4: National Braille Day • January 6: Feast of the Epiphany & Coptic Orthodox Christmas • January 7: Orthodox Christmas Day • January 13: Maghi (Sikh) Hindu Festival • January 14: Orthodox New Year Orthodox • January 15: Makar Sankranti - commemorates the martyrdom of the Chali Mukte • January 18: World Religion Day / Bahá'í World Religion Day • January 19: Martin Luther King Jr. Day • January 22: Lunar New Year, Chinese New Year • January 27: UN: International Day of Commemoration in Memory of the Victims of the Holocaust - Marks the anniversary of the liberation of Auschwitz-Birkenau and promotes Holocaust remembrance and education. <p>Cheryl wished everyone a happy new year.</p>	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Carol seconded the motion.	Motion carried unanimously. Meeting adjourned at 6:59 pm.