

South Plainfield Library Board of Trustees Meeting Minutes December 14, 2021

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:35 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. The meeting started 5 minutes late because of the presentation of donation check to Social Services of South Plainfield.	
Roll Call	Trustees Present: Cheryl Nagel-Smiley, President; Gary Jones, Vice President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Annemarie Stoeckel, School Rep; Robert A. Bengivenga; Stephanie Wolak; Anne Troop; Frank Lemos	
Approval of Minutes	Cheryl called for a motion. Anne motioned to accept the minutes from the previous meeting. Frank seconded the motion. There was no discussion. Bob abstained from the vote.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers report and called for a motion. Melissa motioned to accept the voucher payments. Frank seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Annemarie motioned to accept the report. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl reviewed the cash receipts report and called for a motion. Melissa motioned to accept the report. Gary seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Gary 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. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Treasurer's Report	Melissa reviewed the bank statement.	
Board President's Report	1) In a letter, the lawyer instructed that the Library Board does not need to advertise for attorney or auditing services. The Board can appoint a person/company for attorney or auditing services as they wish. The letter also advised that the Library Board does not need to advertise for computer and web services. The Board only needs to get two bids/quotes when seeking computer and web services. Advertising is not required because the amounts for these services are below the bid threshold that requires advertisement;	

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Board President's Report, Continued	2) The Board received a letter from their former auditor requesting to provide services again at a 500% increase. The Board will not be using his services, so there is no conflict of interest since the town uses this auditor; 3) Thanks to Anne and Melissa for attending the lighting ceremony and thanks to the Linda, Ray and library staff for the inspiration and decorations since it blends so nicely with the Borough's lighting; 4) The painter is ready to start but there have been supply chain issues causing problems getting paint. Linda is working with the Benjamin Moore representative; 5) CPR Trainer recommended getting an AED unit (automated external defibrillator), which will be purchased in 2022 under Capital Plans; 6) Thanks to the Friends for the staff luncheon.	
Old Business	There was no old business to discuss	
Public Comments	Cheryl called for a motion. Melissa motioned to open public comments. Stephanie seconded the motion.	Motion carried unanimously.
Comments from Ken Morgan	Ken did not have anything to report	
New Business: Approval of 2022 Budget	Cheryl called for a motion. Annemarie motioned to approve the 2022 Budget. Anne seconded the motion. Melissa reported that we are doing well. There was no discussion.	Motion carried unanimously.
New Business: Approval to changes to Board Bylaws - Article III Section I (meetings)	Cheryl called for a motion. Melissa motioned to approve the changes to the Board Bylaws - Article III, Section I (pertaining to meeting in person unless there is a state of emergency). Annemarie seconded the motion. There was discussion to define what would be required with the change. Frank asked if all attending would be required to be vaccinated. Cheryl stated vaccines cannot be mandated and that current library policy is to ask unvaccinated patrons to wear masks. Ray stated he wants to go back to meeting like before in 2019.	Motion carried with a vote of 7 to 2 with Bob and Frank dissenting.
New Business: Approval to changes to Board Bylaws - Article IV Section II (attendance)	Cheryl called for a motion. Annemarie motioned to approve the changes to Board Bylaws - Article IV Section II (pertaining to attendance, i.e. if a Board member is late to or leaves early from a meeting more than 3 times, a letter would be sent to the trustee requesting future attendance decorum or resignation). Melissa seconded the motion. There was discussion regarding this procedure. Stephanie stated that she disagreed, and that if a member is completing their duties for the committees they work with, he/she should not receive such a letter. Further discussion by Trustees explained their personal reasons how sacrifices have been made to give commitment to the Library Board meetings. Cheryl further explained the Board meetings are once a month and usually never go beyond one hour. When a trustee applied to be on the Board they should realize there is a monthly commitment.	Motion carried with a vote of 6 to 3 with Stephanie, Bob and Frank dissenting.
Public Comments	Cheryl called for a motion. Melissa motioned to close public comments. Annemarie seconded the motion.	Motion carried unanimously.

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Trustees Remarks	<p>Bob said everything is going ok with the building and wished everyone a Merry Christmas and Happy New Year.</p> <p>Annemarie wished everyone Happy Holidays.</p> <p>Ray wished everyone a Merry Christmas and Happy Healthy New Year.</p> <p>Frank wished everyone a Merry Christmas and Happy New Year.</p> <p>Gary wished everyone a Merry Christmas and to stay safe.</p> <p>Melissa thanked everyone for passing the budget.</p> <p>Anne wished everyone a Happy New Year.</p> <p>Stephanie wished everyone Happy Holidays.</p> <p>Cheryl asked for everyone to keep those who were lost in the tornados in our prayers.</p> <p>Cheryl wished everyone Happy Holidays with loved ones.</p> <p>Cheryl mentioned what is being celebrated this month.</p> <ul style="list-style-type: none"> • Dec 1st - World AIDS day • Dec 3rd - International Day of Persons with Disabilities • Dec 10th - International Human Rights Day • Dec 21st - Winter Solstice/Yule - the Pagan and Wiccan Winter Sabbat • Dec 25th - Christmas • Dec 26th - Jan 1st - Kwanzaa - inspired by African harvest celebrations 	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:26 pm.

Submitted by Lisa Mahon, Secretary to the Board