

South Plainfield Library Board of Trustees Meeting Minutes June 8, 2021

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:30 pm via virtual technology (Zoom) due to the Governor’s Executive Orders related to the pandemic of COVID-19. 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; Gary Jones, Vice President; Ray Rusnak, Mayor’s Rep; Annemarie Stoeckel, School Rep; Robert A. Bengivenga; Stephanie Wolak; Frank Lemos; Anne Troop; Melissa Katsingris, Treasurer. Mr. Bengivenga exited the meeting at 6:57	
Approval of Minutes	Cheryl called for a motion. Bob motioned to accept the minutes from the previous meeting. Frank seconded the motion. Melissa abstained from voting as she was absent at the last meeting. There was no discussion.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers report and called for a motion. Bob motioned to accept the voucher payments. Gary seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl reviewed the expense report and questioned why balance went from \$49,000 to \$48,000. Linda answered it could be because the month’s meeting is earlier in the month. Cheryl called for a motion. Frank motioned to accept the report. Anne seconded the motion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl reviewed the cash receipts report and asked why fines are up. Linda answered it probably is because of increased foot traffic and library use. Cheryl called for a motion. Stephanie motioned to accept the report. Frank seconded the motion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Gary motioned to accept the report. Frank seconded the motion.	Motion carried unanimously.
Director’s Report	Linda reviewed her report. Cheryl called for a motion. Stephanie motioned to accept the report. Anne seconded the motion. There was no discussion.	Motion carried unanimously.
Treasurer’s Report	Melissa reviewed the report and letter from Unity Bank regarding interest rates. Stephanie asked if there are better options at different banks. Ray answered that you won’t find much better elsewhere. Cheryl suggested that if someone sees something better, inform Melissa.	Board accepts report
Personnel	Due to changes in part time staff, the full time staff will be filling in on Saturdays with a rotating schedule and comp time.	Staffing needs will be reviewed in September
Capital Committee	Ray stated that the Capital Committee is meeting on a regular basis and reviewed what is being worked on. The Outdoor Book Drop and Statues have been ordered.	

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Board President's Report	Cheryl reviewed the following topics: 1) Cheryl asked Stephanie to update all regarding her reaching out to Dorothy Miele of the Historical Society about creating a monthly historical display. Cheryl and Stephanie suggested that the Friends group could purchase the display case for the historical display. Stephanie said Dorothy will contact the School District Superintendent and the Boys and Girls Scouts to inform about and promote the historical display; 2) Library mask requirement - the staff were polled (split 50/50) and the lawyer was contacted to ask if staff could ask to see proof of vaccination (answer: yes). The lawyer suggested to keep the mask requirement for now and wait a couple of months to see how the virus rates are before making a change; 3) Money was added to the Capital Plan to pay for scuff proof paint and for the statues. Cheryl asked anyone with questions about the Capital Plan to reach out to Ray.	
Old Business	There was no old business to discuss.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open public comments. Frank seconded the motion.	Motion carried unanimously.
Movie Update	Cheryl stated that Ken Morgan is doing a nice job promoting via the newspaper. Ken asked for people to contact him if they have suggestions for possible movies to show.	
New Business: Approval of the Updated 2021-2023 Capital Plan	Cheryl called for a motion. Annemarie motioned to approve the updated Capital Plan. Melissa seconded the motion.	Motion carried unanimously.
New Business: Begin Meeting In Person in July	Cheryl called for a motion. Stephanie motioned to approve meeting in person in July 2021 with Zoom and Phone options for those who wish to connect remotely. Anne seconded the motion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned to close public comments. Gary seconded the motion.	Motion carried unanimously.
Trustees Remarks	Ray asked anyone with Capital Plan questions to reach out to him. Gary asked everyone to stay safe and to be careful on the 4th of July. Frank reminded everyone that June 14th is flag day and wished all the Fathers a Happy Fathers Day. Melissa looks forward to seeing everyone in person in July and wishes everyone Happy 4th of July and Happy Fathers Day. Anne looks forward to being in the library again in July and wishes everyone Happy 4th of July and Happy Fathers Day. Stephanie asked if the Food Party will be in July, and Cheryl replied that it should be postponed until September when maybe it can be on the new benches outside. Stephanie is excited to work with Dorothy Miele on the historical display project, and she wishes everyone Happy 4th of July and Happy Fathers Day.	

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Trustees Remarks (continued)	<p>Annemarie shared that Jessica did a great job working with the 7th and 8th graders and to please thank her for her hard work.</p> <p>Cheryl reminded everyone that the Human Relations Committee meets on June 17th. The Contest for Juneteenth and the Committee logo are being worked on.</p> <p>Cheryl mentioned what is being celebrated this month.</p> <ul style="list-style-type: none"> • LGBTQA+ Pride Month • Caribbean Heritage Month • June 2nd is when the Citizenship Act of 1924 granted full U.S. citizenship to Native Americans • June 12th is Loving Day, the anniversary of the 1967 United States Supreme Court decision which legalized interracial marriage. • June 14th is Flag Day • June 14th Puerto Rican Day • June 19th is Juneteenth, celebrating the emancipation of those who had been enslaved in the United States • June 27th is Helen Keller's Birthday • June 20th is Father's Day • And since we will meet after it, Cheryl wished all Happy 4th of July. 	
Adjournment	Cheryl called for a motion. Gary motioned to adjourn. Frank seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:14 pm.