

South Plainfield Library Board of Trustees Meeting Minutes July 12, 2022

Topic	Discussion	Outcome/To Do
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:30 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	Cheryl welcomed Christine Brandenburg as the new School Representative. Trustees Present: Cheryl Nagel-Smiley, President; Ray Rusnak, Mayor's Rep; Robert A. Bengivenga; Frank Lemos; Christine Brandenburg, School Rep; Anne Troop; Stephanie Wolak; Trustees Excused Absent: Gary Jones, Vice President; Melissa Katsingris, Treasurer;	
Approval of Minutes	Cheryl called for a motion. Anne motioned to accept the minutes from the previous meeting. Stephanie seconded the motion. There was no discussion.	Motion carried with Bob, Ray and Frank abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks 14627 - 14668 totaling \$70,504.36) and called for a motion. Bob motioned to accept the voucher payments. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Christine motioned to accept the report. Bob seconded the motion. Stephanie asked a question about what equipment was purchased. Answer: Public Printer, CD Cleaner, Batteries and Accessories	Motion carried unanimously.
Cash Receipts Report Review	Cheryl reviewed the cash receipts report and called for a motion. Frank motioned to accept the report. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Frank motioned to accept the report. Bob seconded the motion. Cheryl asked if new library card applications were from people who never had a library card before. Answer: Some were, but some applicants were people who had a card before but had been purged from the library system due to inactivity.	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.
Finance & Budget		The report was accepted
Buildings & Grounds	Bob reviewed the Buildings & Grounds report and the fire concerns and alternatives.	Fire Proofing Plan will be voted on during New Business.

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Personnel Committee	It was recommended that Lisa's rate be increased to \$150. Heather, Social Worker, seems to be doing well.	Lisa's increase will be voted on during New Business. How many people served by Heather will be monitored to determine if more or less time is needed
Technology Committee	Christine presented the report	New computer and monitor purchases will be voted on during New Business.
Capital Projects Committee	Ray reported that the Communications Board for Willow Park was installed.	Ray recommends planning for Winter Holiday Lights soon.
Community Relations Committee		Stephanie recommends planning a Bricks Celebration.
Friends of the Library	Information from the last the Friends of the Library Meeting was shared: <ul style="list-style-type: none"> • Museum Ticket possibilities discussed. Aquarium Ticket prices increases were voted on and approved. Please share any museum recommendations with Cheryl to present to the Friends. • Meeting Time Change was voted on and will be updated in the bylaws. • CPR classes will continue (very popular). 	
Schools Report	Christine said there probably won't be much to report before September.	
Board President's Report	<ol style="list-style-type: none"> 1) Grounds need better tending (weeds in flowers; bushes need trimming). 2) Summer reading in progress. 3) National Night Out: Linda stepping back from planning and just participating like other organizations. 4) Linda is sending out survey from the Green Team that has 13 questions similar to the census for the purpose of assessing if committees and boards have diversity representation of the community. 	Ray said he will look into getting weeds and bushes taken care of. Trustees Ray, Frank, and Stephanie are not in favor of filling out the survey.
Old Business	There was no old business.	
Bob Departure	Bob departed at 7:17 pm.	Bob indicated he was in favor of all New Business items.

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Open Public Comments	Cheryl called for a motion. Stephanie motioned to open public comment. Ray seconded the motion. Ken had nothing to report.	Motion carried unanimously.
New Business: Approve change to library hours (open 1 PM – 9 PM) on Tuesday 8/2 to accommodate National Night Out	Cheryl called for a motion. Stephanie motioned to change to library hours (open 1 PM – 9 PM) on Tuesday 8/2 to accommodate National Night Out. Ray seconded the motion.	Motion carried unanimously.
New Business: Approve purchase of computers, monitors, servers, and accessories	Cheryl called for a motion. Ray motioned to approve of the purchase of 7 computers & monitors, 2 servers, and accessories from JD Cloud Consulting (amount not to exceed \$9100.00). Frank seconded the motion.	Motion carried unanimously.
New Business: Approve fire prevention plan	Cheryl called for a motion. Ray motioned to remove the designated trees and designated mulch and replace them with low bushes and rocks to prevent any future mulch fires. Frank seconded the motion.	Motion carried unanimously.
New Business: Approve increasing Lisa's rate to \$150	Cheryl called for a motion. Frank motioned to approve increasing Lisa's rate to \$150. Anne seconded the motion.	Motion carried unanimously.
Trustees Remarks	<p>Christine had no remarks.</p> <p>Ray had no remarks</p> <p>Frank wished everyone a nice summer.</p> <p>Anne wished good weather for us all.</p> <p>Stephanie stated all is good.</p> <p>Cheryl encouraged everyone to stay healthy.</p> <p>Cheryl mentioned what is on the July Diversity Events Calendar.</p> <ul style="list-style-type: none"> • National Ice Cream Month • French American Heritage Month • 7/2 – Birthday of Thurgood Marshall (Black American): well-known as a civil rights activist who served as an Associate Justice of the Supreme Court • 7/4 Independence Day • 7/6 – Birthday of 14th Dalai Lama (Tibetan): a Nobel Peace Prize recipient and Tibet's leader in exile! • 7/6 – Birthday of Frida Kahlo (Women, Mexican): one of the most recognizable painters of the 20th century • 7/7 – The Hajj (Islamic): annual pilgrimage to Mecca that all Muslims must take at least once in their lives 	

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Trustees Remarks, continued	July Diversity Events Calendar, continued: <ul style="list-style-type: none"> • 7/7 – The Hajj (Islamic): annual pilgrimage to Mecca that all Muslims must take at least once in their lives • 7/18 – Birthday of Nelson Mandela (South African): civil rights leader for South Africa, and the country’s first black president • 7/25 – Pioneer Day (Church of Jesus Christ of Latter-day Saints) observed: Utah official holiday marking the arrival of LDS church founder Brigham Young arriving to the Salt Lake area • 7/26 – Americans with Disabilities Act: outlawed the discrimination against people with disabilities 	
Close Public Comments	Cheryl called for a motion. Stephanie motioned to close public comment. Frank seconded the motion.	Motion carried unanimously.
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Frank seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:24 pm.

Submitted by Lisa Mahon, Secretary to the Board