

South Plainfield Library Board of Trustees Meeting Minutes October 11, 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	Trustees Present: Cheryl Nagel-Smiley, President; Gary Jones, Vice President; Melissa Katsingris, Treasurer; Ray Rusnak, Mayor's Rep; Frank Lemos; Christine Brandenburg, School Rep; Anne Troop; Stephanie Wolak; Excused Absent: Robert A. Bengivenga	
Discussion of Communication	Cheryl presented information about communication. This includes the role of board members to be advocates for the library and avoid exposing other board member's opinions that may differ from others to community leaders which puts the library in a negative light. Trustees should feel empowered and comfortable to express their ideas or opinions without fear of repercussions. Therefore, a new procedure for handling communication will be voted on in New Business.	
Approval of Minutes	Cheryl called for a motion. Gary motioned to accept the minutes from the previous meeting. Frank seconded the motion. There was no discussion.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers (checks # 14768 - #14824 totaling \$87,324.63) and called for a motion. Melissa motioned to accept the voucher payments. Anne seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Frank motioned to accept the report. Gary seconded the motion.	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. Melissa motioned to accept the report. Anne seconded the motion.	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.

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Finance and Budget/ Treasurer's Report	Melissa presented the Treasurer's report and stated that acceptance of Annual Audit will be voted in in New Business.	The Treasurer's report was accepted.
Policy Report	Anne presented information on the new sign policy to be voted on in New Business. The Group discussed possible problems that might arise from sign postage requests and the value of having a policy with set rules.	
Capital Projects Committee	Ray provided updates on projects: <ul style="list-style-type: none"> • Tree removal was completed and everything looks good. • Holiday lights will be installed in the next couple of weeks. • Hand dryers need to be installed. • Ramp lights will be fixed on Saturday. 	
Community Relations Committee	Fall Festival is this coming weekend. Stephanie, Christine, Melissa and Cheryl will be working at the Festival. Green Olive Market is donating fruit. Stephanie is waiting to hear about pumpkins for the Festival.	
Friends of the Library Report	Frank gave updates on Friends projects: <ul style="list-style-type: none"> • Fund Raising Raffles - Raffle Picks on 12/15/22 at 6 PM <ul style="list-style-type: none"> • Lego Set Raffle Tickets: One for \$5; Three for \$10. • Children's Gift Basket Raffle Tickets: One for \$1 • Candy Price Increase: Increasing price of candy bar to \$2; Will have an additional option of buying two candy bars for \$3 • Trunk and Treat: Sunday, Oct. 30 • Judy England-McCarthy Book Signing Event – tomorrow evening Author is donating profits from signing event sales to the Friends. <p>Cheryl mentioned the Holiday Meet and Greet Dinner (that the Friends will be voting on). Dinner would be for the Library Board Members, Library Friends who attend meetings and the Library Staff. It would be from 5 to 6 before our December board meeting.</p>	
Schools Report	Christine presented information about: <ul style="list-style-type: none"> • Her meeting with Mary Malyska, Assistant Superintendent. They discussed continuing program getting library cards for all 1st graders and a possible new program for 2nd graders. • How she wants to spread the word that Teachers who teach in town but don't live here can get Database Only Library Cards that give them access to the databases available through the Library. • PDFs of Library Events can be posted on the schools website. 	

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Board President's Report	<p>1) Cheryl gave thanks for a fantastic outdoor Hispanic Heritage event, with specific thanks to the volunteers:</p> <ul style="list-style-type: none"> • Teachers: Aura Salazar, Lizbet Arriola, Cynthia Ward, Paula Rendon and Rachel Klausner. • People from the Community: Angelica Jimenez, Javier Padilla, Samantha Rodriguez-Hunter <p>2) Cheryl hopes everyone gets a chance to stop by Fall Festival.</p> <p>3) Great "Eyes of the Wild Exotic Animals Visit the Library" article was on the front page of the Observer.</p> <p>4) Trunk and Treat is going to be great with wonderful food and a DJ. First half hour is a sensory session for kids who need a quieter event.</p>	
Old Business	There was no old business.	
Public Comments	There was no public comment.	
New Business - Approval of Annual Audit	Cheryl called for a motion. Gary motioned to approved the annual audit. Christine seconded the motion.	Motion carried unanimously.
New Business - Designation of Library Director and the Mayor's Rep as the official point people for communication with DPW and other borough agencies on behalf of the Library	<p>Cheryl called for a motion. Melissa motioned to designate the Library Director and the Mayor's Rep as the official point people for communication with DPW and other borough agencies on behalf of Library. Ray seconded the motion.</p> <p>Ray explained that the purpose of the designation is to streamline communication. Cheryl stated she will inform Glenn Cullen of the new procedure and ask him to notify DPW and other borough agencies of the official point people.</p>	Motion carried unanimously.
New Business - Approval of New Signage Policy	Cheryl called for a motion. Stephanie motioned to approved the new signage policy. Melissa seconded the motion.	Motion carried unanimously.
Trustees Remarks	<p>Gary wants everyone to stay safe. He will not be around for Trunk and Treat but will spread the word about it. Stephanie reminded him that Trunk and Treat is by appointment only.</p> <p>Melissa is looking forward to Fall Festival,</p> <p>Anne hopes there will be good weather for the Festival.</p> <p>Stephanie stated that the Hispanic Heritage pictures are great and she hopes to see everyone at the Fall Festival.</p> <p>Christine is looking forward to Fall Festival.</p> <p>Ray asked that Board Members keep discussions internal/in house.</p> <p>Frank had no remarks this evening.</p>	

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Trustees Remarks, continued	<p>Cheryl agreed with Ray about keeping discussions internal/in house. She stated that Board Member get along fine discussing topics that they might not agree on and she wants to keep it that way.</p> <p>Cheryl mentioned the Frederick Douglass documentary that will be on PBS at 10 PM tonight.</p> <p>Cheryl wants everyone to have a safe Halloween.</p> <p>Cheryl mentioned what is on the October Diversity Events Calendar.</p> <ul style="list-style-type: none"> • Global Diversity Awareness Month: aims to promote knowledge and respect for various cultures • National Disability Employment Awareness Month: advocates for people with disabilities, and their inclusion in the workforce • Breast Cancer Awareness Month: aims to increase awareness of the disease, one of the leading causes of death in women • National Polish American Heritage Month: dedicated to honoring Polish heritage, October was chosen because it was when Polish settlers first arrived in Jamestown, VA in 1608 • Italian American Heritage Month • Filipino American Heritage Month • 10/4 Yom Kippur • 10/10 – World Mental Health Day (People with Disabilities): promotes mental health awareness and education, and advocates against social stigma relating to mental health • 10/10 – Indigenous Peoples’ Day (United States): formerly called Columbus Day, honors the indigenous people of North America • 10/21 – Spirit Day (LGBTQ+): wear purple on this day to support LGBTQ youth and speak out against bullying • 10/24 – Diwali (Hindu): significant celebration in the Hindu faith in which they praise diverse deities 	
Adjournment	Cheryl called for a motion. Gary motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:29 pm.

Submitted by Lisa Mahon, Secretary to the Board