

South Plainfield Library Board of Trustees Meeting Minutes November 15, 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; Frank Lemos; Christine Brandenburg, School Rep; Anne Troop; Stephanie Wolak; Excused Absent: Ray Rusnak, Mayor's Rep; Robert A. Bengivenga	
Approval of Minutes	Cheryl called for a motion. Gary motioned to accept the minutes from the previous meeting. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers (checks # 14825 - #14881 totaling \$51,376.57) and called for a motion. Melissa motioned to accept the voucher payments as per Cheryl's suggestion to do two votes. Frank seconded the motion. There was no discussion. First vote was on checks 14825 - 14840 and 14842 - 14881. Second vote was on check 14841.	Motion carried unanimously. First Vote: all in favor. Second Vote: all in favor with Stephanie abstaining from the vote because the check was for her.
Expense Report Review	Cheryl reviewed the expense report and called for a motion. Frank motioned to accept the report. Gary 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. Christine motioned to accept the report. Stephanie 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. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Anne motioned to accept the report. Frank seconded the motion. There was no discussion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Melissa presented the Treasurer's report and stated that she will work on the budget and make a presentation at the December meeting. Melissa shared news that the library's appropriation will be cut \$45,000 for 2023. There were no questions.	The Treasurer's report was accepted.
Personnel Committee Report	Cheryl stated that she would be presenting information from the Personnel Committee during the Executive Session.	

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Technology Committee Report	Christine stated that \$6,000 left in the Equipment line will be used to replace 6 terminals. Two quotes were provided, one from JD Cloud for \$5945.10 and one from Amazon for \$6227.94.	The committee recommends going with the JD Cloud quote.
Capital Projects Committee	Cheryl provided updates on projects: <ul style="list-style-type: none"> • December 19th is the target date to replace countertops. • Going forward each year the holiday lights will be lit between December 1st and January 7th 	
Community Relations Committee	Stephanie thanked Christine, Melissa, Anne and all the staff for their hard work at Fall Festival. She also thanked Bob for getting the hay from Nitschwitz for the event. Cheryl mentioned she had planned to attend but had received her booster Covid shot and was running a slight fever. Stephanie thanked Stephanie Bonano and Cheryl for their work at Trunk and Treat.	
Friends of the Library Report	Cheryl provided 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 (set is worth \$300) • Two Children’s Gift Raffle Baskets (one basketed for older children; one basket for younger children) • December 13th Holiday Meet and Greet Dinner funding approved. Food will be from Angelina’s. • Pass options being looked into or advertised: <ul style="list-style-type: none"> • Knoebels Amusement Park, Elysburg, PA • Longwood Gardens, Kennet Square, PA • Jenkinson’s Aquarium, Point Pleasant, NJ • Insectropolis, Toms River, NJ 	
Schools Report	Christine stated that the principals are spreading 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. Christine shared news that she has accepted a new position that she will be moving to in a couple of months. She is sorry her time on the Board has been so short lived.	
Board President’s Report	<ol style="list-style-type: none"> 1) The Diwali Event was well attended by a diverse group of people. 2) The Cat Shelter Building Event was a great success for a good cause. 3) Trunk and Treat was a wonderful event (Cheryl and Stephanie Bonano were dressed as Hippies). 4) November 30th Movie will be Smoke Signals in honor of Native American Heritage Month. Cheryl’s son provided a list of movies for Asian American, African American, Women, and Native American months. He also suggested using the genre on Amazon and a list of movies will be shown. 	Stephanie will make a call to see if she can help with the Angel Tree.

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Board President's Report, continued	5) Angel Tree is waiting on tags. Heather is getting resistance from the schools who haven't distribute information about this service to families. 6) Anne needs to sign back up to remain on the Board.	
Old Business	There was no old business.	
Opening the Executive Session	Cheryl called for a motion. Christine motioned to go into Executive Session. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Executive Session	Trustees returned from Executive Session	
Public Comments	Cheryl called for a motion. Christine motioned to open Public Comment. Gary seconded the motion. There was no public comment.	Motion carried unanimously.
New Business - Approval to Close Building at 5 PM 12/13/22 for Holiday Meet and Greet Dinner	Cheryl called for a motion. Melissa motioned to approve closing the Library at 5 PM 12/13/22 for the Holiday Meet and Greet Dinner. Christine seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of replacement of 6 Dell Optiplex 3080 computers	Cheryl called for a motion. Melissa motioned to accept the recommendation of the Technology Committee and purchase the replacement computers from JD Cloud for \$5945.10. Anne seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of Annual Donation to South Plainfield Social Services	Cheryl called for a motion. Stephanie motioned to approve donating \$3,500 to South Plainfield Social Services. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business - Approval of 4.5% Salary Increase for Staff	Cheryl called for a motion. Stephanie motioned to approve the 4.5% Salary Increase for Library Staff. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Stephanie motioned close Public Comment. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Melissa liked the good discussion during the Executive Session. She wishes everyone a Happy Thanksgiving and looks forward to her Budget presentation at the next meeting.</p> <p>Anne stated that the salary increases are a nice Thanksgiving gift for the staff.</p>	

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Trustees Remarks, continued	<p>Stephanie is proud of the work the Board does, is looking forward to the Meet and Greet Dinner and wishes everyone a Happy Thanksgiving.</p> <p>Christine enjoyed Fall Festival, is sorry she will only be around a couple months and is happy about the well-deserved salary increases.</p> <p>Frank wants everyone to be safe and have a Happy Thanksgiving.</p> <p>Gary thanked Christine and wished her success in her new position.</p> <p>Gary is happy for his daughter who was offered a position as a principal and has a wonderful family. Gary wished everyone a safe holiday.</p> <p>Cheryl asked everyone to honor a veteran in their life. Cheryl's veteran hero is her father who signed up to serve during WW2, even though he was not a young man. Cheryl wished all a Happy Thanksgiving. She stated that we could not ask for a better staff (increase is well deserved). Cheryl is sorry to see Christine leave. Cheryl's son will be releasing a book in May about the purgatory formerly incarcerated people experience after release.</p> <p>Cheryl mentioned what is on the November Diversity Events Calendar.</p> <ul style="list-style-type: none"> • Native American Heritage Month: celebrates the culture and heritage of individuals who deeply enrich the United States • Movember- month-long fundraiser for men's issues, including prostate cancer, testicular cancer, and men's suicide • 10/31-11/2 – All Saints Day/All Souls Day/Día de los Muertos: commemorates those who have passed away in the Christian faith and Mexican and Aztec communities • 11/11 Veteran's Day • 11/16 – International Day for Tolerance (United Nations): founded by the UN to promote respect for various religions, languages, ethnicities, and cultures • 11/16 – Dutch American Heritage Day: established to celebrate the longstanding friendship between the U.S. and the Netherlands • 11/20 – Transgender Day of Remembrance (LGBTQ+): seeks to remember those who were murdered due to Transphobia • 11/24 Thanksgiving 	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Melissa seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:45 pm.

Submitted by Lisa Mahon, Secretary to the Board