

South Plainfield Library Board of Trustees Meeting Minutes January 11, 2022

Topic	Discussion	Outcome/To Do
Call to Order	<p>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.</p> <p>Cheryl welcomed back Ray Rusnak, mayor's rep, and Melissa Katsingris as they were newly reappointed to the Board.</p>	
Roll Call	<p>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 (arrived 6:32); Frank Lemos (arrived 6:38)</p> <p>Trustee Excused Absent: Anne Troop</p>	
Election of Officers for 2022	<p>Melissa made a motion to nominate Cheryl Nagel-Smiley as the Board of Trustees President. Gary seconded the motion. There were no other nominees.</p> <p>Annemarie made a motion to nominate Gary Jones as the Board of Trustees Vice President. Melissa seconded the motion. There were no other nominees.</p> <p>Ray made a motion to nominate Melissa Katsingris as the Board of Trustees Treasurer. Gary seconded the motion. There were no other nominees.</p>	All three motions carried unanimously.
Approval of Minutes	Cheryl called for a motion. Ray motioned to accept the minutes from the previous meeting. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Payment of Vouchers	Cheryl reviewed the vouchers report and called for a motion. Melissa 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 called for a motion. Ray 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. Frank 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. Frank seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl called for a motion. Frank motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Treasurer's Report	Melissa stated that the bank statement is available, and she had nothing to report.	The Board accepts the statement.

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Board President's Report	1) There was a nice picture in the Observer of the check donation in front of the library Christmas tree; 2) There were nice kudos for the library and Linda in the Mayor's State of the Town Address; 3) Please email or call by next Tuesday with committee change requests; 4) Hybrid meetings will continue as needed moving forward; 5) Check the library Facebook page for updates about changes to small children's programs; 6) Committee assignments will take place next month; 7) Send any ideas you have for the Capital Committee, the committee will meet in the next couple of months; 8) the library will get an AED (automated external defibrillator), AED training is available for staff; 9) the library may purchase hand dryers for the bathrooms, as it will save paper towel costs and be more sanitary	
Old Business	There was no old business to discuss	
Public Comments	Cheryl called for a motion. Gary motioned to open public comments. Frank seconded the motion.	Motion carried unanimously.
Public Comments and Questions	Ken Morgan reported: <ul style="list-style-type: none"> • The Historical Society will update the display tomorrow with one that shows historic houses. • The movie programs are going well. Ms. Amy Bengivenga asked where the Peace Poles that were donated will be installed: <ul style="list-style-type: none"> • Answer: it will be installed in Willow Park. 	
New Business: Approval of 2022 Board Meeting Schedule	Cheryl called for a motion. Bob motioned to approve the 2022 Board Meeting Schedule. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business: Approval of 2022 holidays	Cheryl called for a motion. Annemarie motioned to approve the 2022 holidays. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
New Business: Approval of library lawyer, computer consultant and website content manager	Cheryl called for a motion. Bob motioned to approve <ul style="list-style-type: none"> • Library lawyer, Michael Cerone, with a rate of \$225.00 per hour. • Computer consultant, Majestic Enterprises, with a rate of in person service \$95/hr for the first hour, \$85/hr for each additional hour. Remote service \$95/hr and telephone service \$85/hr (pro-rated in 15 minute increments) • Website content manager, Joan Delman with a rate of \$45.00 per hour (pro-rated in 15 minute increments) Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
New Business: Approval of QPA	Cheryl called for a motion. Ray motioned to approve the current QPA, Kelly Cupit, for 2022. Gary seconded the motion. There was no discussion.	Motion carried unanimously.

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New Business: Approval of Auditors	Cheryl called for a motion. Melissa motioned to approve Auditors, Kaufman, Diamond & Co. with a cost of \$11,000.00, for the annual audit. Annemarie seconded the motion. There was a discussion about past years' auditors and costs.	Motion carried unanimously.
New Business: Approval for the library director to purchase materials	Cheryl called for a motion. Bob motioned to approve the library director purchase of materials. Gary seconded the motion. There was no discussion.	Motion carried unanimously.
New Business: Designation of the library's official newspapers/ electronic news source	Cheryl called for a motion. Bob motioned to designate the library's official newspapers/electronic news source. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Frank motioned to close public comments. Ray seconded the motion.	Motion carried unanimously.
Trustees Remarks	<p>Annemarie congratulated Cheryl, Gary and Melissa on their reelection.</p> <p>Ray said the holiday displays are put away now, and there were nice compliments on 2021's display. Please send Ray ideas for next year's holiday displays and ideas for Capital Committee. Ray also mentioned that the pavers were installed so they all match now and the book drop has been bolted down.</p> <p>Frank stated that this was the first remote meeting where he could hear everything and he enjoyed it. Frank also told everyone to stay safe, be happy and God bless.</p> <p>Gary wished everyone a happy new year and asked everyone to stay safe.</p> <p>Melissa is happy to be back on the Board and as Treasurer. She asked everyone to stay safe and healthy.</p> <p>Stephanie wished everyone a happy, healthy, safe new year and advised everyone to call their loved ones.</p> <p>Bob wished everyone a happy new year and stated that the Building and Grounds are good.</p> <p>Cheryl thanked everyone for trusting her and reelecting her as President. Cheryl stated that the painting is almost done and washable paint was used in areas where it was needed. Cheryl also mentioned that the Human Relations Committee did not meet in December.</p>	

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Trustees Remarks, continued	<p>Cheryl mentioned what is being celebrated this month.</p> <ul style="list-style-type: none"> • January 1st - Emancipation Proclamation (Black American): on this day in 1863, President Lincoln declared all persons held as slaves would be free • January 4th - Birthday of Louis Braille (People with Disabilities): French educator Louis Braille created a system of reading and writing for those who are visually impaired. His system, known worldwide as “braille,” remains largely unchanged today • January 6th - Feast of the Epiphany (Christian): a feast day that celebrates the relevance of God incarnate as Jesus Christ • January 7th - Feast of the Nativity • January 14th - Makar Sankranti (Hindu): a festival in the Hindu faith that is dedicated to the Hindu religious sun god Surya • January 16th - World Religion Day • January 17th - Martin Luther King Jr. Day (Black American): MLK Jr. was an American Baptist minister and activist, revered as one of the great leaders of the American civil rights movement • January 27th - International Day of Commemoration in Memory of Victims of the Holocaust (United Nations): commemorates the approximately 6 million Jewish men, women and children murdered during World War II 	
Adjournment	Cheryl called for a motion. Bob motioned to adjourn. Ray seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:16 pm.

Submitted by Lisa Mahon, Secretary to the Board