

South Plainfield Library Board of Trustees Meeting Minutes January 10, 2023

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; Pio Pennisi, School Rep; Robert A. Bengivenga (departed 7:08); Andrew Batshaw; Stephanie Wolak; Absent: Frank Lemos	
Election of Officers - Library Board President	Cheryl called for a nomination. Gary nominated Cheryl Nagel-Smiley for Library Board President. Bob seconded the nomination. There was no discussion.	Cheryl Nagel-Smiley elected to position unanimously.
Election of Officers - Library Vice Board President	Cheryl called for a nomination. Stephanie nominated Gary Jones for Library Board Vice President. Melissa seconded the nomination. There was no discussion.	Gary Jones elected to position unanimously.
Election of Officers - Library Board Treasurer	Cheryl called for a nomination. Ray nominated Melissa Katsingris for Library Board Treasurer. Stephanie seconded the nomination. There was no discussion.	Melissa Katsingris elected to position unanimously.
Introduction of Board Members	<ul style="list-style-type: none"> • Cheryl Nagel-Smiley: Moved to South Plainfield in 1990; taught in Plainfield for 46 years, then taught as a volunteer for 4 years; two passions are the South Plainfield Library and Pool; Goal to work with borough and mayor to make the library the Taj Mahal of community. • Melissa Katsingris: Born and raised in South Plainfield; started working with the board in 2013 and became a full member 2014; loves the mission of the library and believes it is the gem of our town. • Andrew Batshaw: Moved to South Plainfield in 2006; has two daughters, 12 and 17, in South Plainfield's schools; our library sets us apart from other towns in the area; works with Music Boosters and Tiger Sharks; excited to serve on the library board. • Stephanie Wolak: Has been on the board for a long time; her kids (25 and 27) grew up with Miss Linda at the library; volunteers a lot around town; works at Riley School; enjoys working on the board, library does so much good • Robert A. Bengivenga: Been in South Plainfield a long time; grew up next to Plainfield library and spent a lot of time there; library does a lot for the community; likes giving back as a board member. • Lisa Mahon: Am Library Friends Recording Secretary; Minutes I produce were liked, so I was asked to act as Secretary for the Board; enjoys working to help the library. • Linda Hansen: Been at the library 30 years; loves the library and the support she receives so much; South Plainfield has a small town feeling; loves her job. 	

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Introduction of Board Members, continued	<ul style="list-style-type: none"> • Pio Pennisi: Lived in South Plainfield since he was 5 years old; School Board Member for 25 years; is happy to serve to help the library. • Ray Rusnak: Ex Council Member (9 years); Mayor’s Rep; after starting work for the library, the library has become a passion for him; proud of all the library successes • Gary Jones: Been in South Plainfield since 1987; raised his kids here; retired from State Police in 2006 and once retired, went to the library every day; joined the board in 2010 • Ken Morgan (public attendee): Started on library staff in 1988; is Senior Library Assistant; runs the movie program; writes the Observer Library column; is unofficial Historical Society Liaison. 	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Gary seconded the motion. There was no discussion.	Motion carried unanimously with Bob, Pio and Andrew abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks # 14923 - #14955 totaling \$59,296.18) 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 called for a motion. Melissa motioned to accept the report. Stephanie 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. Bob motioned to accept the report. Andrew seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Gary motioned to accept the report. Melissa seconded the motion. There was no discussion.	Motion carried unanimously.
Director’s Report	Linda reviewed her report. Cheryl called for a motion. Stephanie motioned to accept the report. Gary seconded the motion. Bob left meeting after Linda’s report at 7:08.	Motion carried unanimously.
Committees - Polices and Procedures Review	<p>Cheryl distributed: committee assignments and mission statement/roles and responsibilities/committee information document. Cheryl reviewed:</p> <ul style="list-style-type: none"> • committee procedures, with examples • roles and responsibilities • Capital Committee work • Going forward tasks <p>Melissa reviewed the funding structure and budget procedures.</p>	

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Finance and Budget/ Treasurer's Report	Melissa presented the report. There were no questions.	The report was accepted.
Buildings and Grounds Report	Cheryl reported that there are no updates at this time.	
Policy Report	Gary reported that there are no updates at this time.	
Personnel Committee Report	Cheryl noted a personnel hire will be voted on in New Business.	
Technology Committee Report	Cheryl reviewed the committee procedures with Andrew.	
Capital Projects Committee	Ray reported that there are no updates.	
Community Relations Committee	Stephanie reported that there are no updates at this time. May move forward with plans for dedication of Adult Reading Nook in the spring.	
Mayor's Alternate Report	Ray reported that there are no updates at this time.	
Friends of the Library Report	<ul style="list-style-type: none"> • Fund Raising Raffles - 3 Raffle Winners were chosen on 12/15/22 • Holiday Meet and Greet Dinner was a great success. 	
Schools Report	Pio reported that there are no updates at this time.	
Board President's Report	<ol style="list-style-type: none"> 1) Cheryl thanked everyone for nominating and electing her President. 2) Cheryl recognized and thanked Eve Pasternak for her years of service. A Farwell for Eve will be on Thursday, 4:15 to 5:00 PM. 3) Thanks to Heather Barry for all her assistance. 4) Everyone should keep the mission statement/roles and responsibilities/committee information document for future reference. 5) Upcoming NJ legislation will fund education to teach children how to evaluate social media messages for true vs. false information. 	
Old Business	There was no old business.	
Public Comments	Cheryl called for a motion. Stephanie motioned to open Public Comment. Melissa seconded the motion. Ken stated everything is going ok.	Motion carried unanimously.
New Business - • Approval of 2023 Meeting Schedule • Approval of 2023 Holiday Schedule	Cheryl called for a motion. Andrew motioned to approve the 2023 Meeting Scheduled and the 2023 Holiday Schedule. Melissa seconded the motion. There was no discussion.	Motion carried unanimously (Bob Bengivenga departed before this and the other New Business votes).

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<p>New Business -</p> <ul style="list-style-type: none"> • Appointment of the Board Attorney • Appointment of Library Auditor • Appointment of Computer Services • Appointment of Web Services • Appointment of QPA 	<p>Cheryl called for a motion. Melissa motioned to approve the appointments listed below. Ray seconded the motion. There was no discussion.</p> <ul style="list-style-type: none"> • Appointment of the Board Attorney: Michael Cerone (\$225/hour) • Appointment of Library Auditor: Kaufman, Diamond & Co. (\$11,000/annual audit) <ul style="list-style-type: none"> • Pio asked why we went with this choice (with a higher price). Answer: Following recommendation of Attorney to use different auditor than the Borough (since they have separate budgets). • Appointment of Computer Services: JD Cloud Consulting (\$105/hour for first hour, \$105/hour each additional hour; Remote Service \$200/hour; Telephone service \$85/hour, prorated in 15 minute increments) • Appointment of Web Services: Joan Delman (\$45/hour, prorated in 15 minute increments) • Appointment of Kelly Cupit as QPA (qualified purchasing agent) 	<p>Motion carried unanimously.</p>
<p>New Business - Library Director as Purchaser Resolution</p>	<p>Cheryl called for a motion. Stephanie motioned to approve designating the Library Director as Purchaser. Andrew seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>New Business - Official Newspapers Resolution</p>	<p>Cheryl called for a motion. Andrew motioned to approve Official Newspapers: South Plainfield Observer, Courier News, Home News Tribune and Tap Into (electronic media). Gary seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>New Business - Approval Substitute Library Assistant</p>	<p>Cheryl called for a motion. Melissa motioned to approve Victoria Terrones as Substitute Library Assistant at a rate of \$20.00 per hour. Gary seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>Public Comments</p>	<p>Cheryl called for a motion. Gary motioned close Public Comment. Melissa seconded the motion. There was no discussion.</p>	<p>Motion carried unanimously.</p>
<p>Trustees Remarks</p>	<p>Ray is looking forward to more library success in the new year.</p> <p>Gary wished everyone a happy new year.</p> <p>Melissa welcomed the new members and thanked Linda and the staff for all they do.</p> <p>Andrew thanked everyone for being so welcoming and is looking forward to serving on the board.</p> <p>Stephanie is looking forward to the new year.</p> <p>Pio wished everyone a happy new year. He is looking forward to serving on the board after seeing he library's successes.</p>	

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Trustees Remarks, continued	<p>Cheryl welcomed the new board members. She reminded everyone of January 16th, Martin Luther King day (it is good to remember non-violent people who try to accomplish their goals peacefully). Cheryl mentioned that although board members may disagree, all work together to get the work done.</p> <p>Cheryl explained to the new board members how she shares the Diversity Calendar at each meeting. Cheryl mentioned what is on the January Diversity Events Calendar.</p> <ul style="list-style-type: none"> • January 1 – Emancipation Proclamation: President Lincoln declared all individuals held in slavery free on this day in 1863 • January 4 – Louis Braille’s birthday: he was a French educator who created a reading and writing system known as “braille” for the visually impaired • January 6 – Feast of the Epiphany: this Christian feast day celebrates the star leading the three wise men to baby Jesus closing the Christmas season • January 15 – Makar Sankranti: Hindu festival dedicated to the god of the sun, Surya • January 16 – Martin Luther King Jr. Day: celebrates one of the best-known civil rights activists, MLK Jr. • January 22 – Lunar New Year: this festival marks the start of the new year in the lunar calendar used in East Asia, Southeast Asia and elsewhere • January 27 – International Day of Commemoration in Memory of Victims of the Holocaust: a United Nations holiday that remembers the approximately 6 million Jews murdered during World War II • January 29 – Birthday of Oprah Winfrey: the birthday of the “Queen of Media,” a well-known talk show host and philanthropist. She is also North America’s first black billionaire 	
Adjournment	Cheryl called for a motion. Stephanie motioned to adjourn. Andrew seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:47 pm.

Submitted by Lisa Mahon, Secretary to the Board