

South Plainfield Library Board of Trustees Meeting Minutes June 13, 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; Ray Rusnak, Mayor's Rep; Stephanie Wolak; Robert A. Bengivenga, Andrew Batshaw. Excused Absent: Gary Jones, Vice President; Melissa Katsingris, Treasurer; Bill Seesselberg, School Rep; Frank Lemos	
Approval of Minutes	Cheryl called for a motion. Andy motioned to accept the minutes from the previous meeting. Ray seconded the motion.	Motion carried unanimously
Payment of Vouchers	Cheryl reviewed the vouchers (checks #15131 - #15181 and wire transfer totaling \$50,450.40) and called for a motion. Bob motioned to accept the voucher payments. Andy 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. 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. Andy motioned to accept the report. Ray seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Bob motioned to accept the report. Andy 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. Bob seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Cheryl presented the bank statement. There were no questions.	The statement was accepted.
Buildings and Grounds Report	Bob reported: <ul style="list-style-type: none"> • The building service to prepare for the annual inspection was completed. • The Air Conditioning issue is fixed (was a thermostat issue). 	Library ready for the annual inspection. The AC system is working much better now.
Policy Report	Stephanie explained that a policy meeting was held to issue new policies that include consequences for bad behavior.	The new policies will be voted on during New Business.
Personnel Committee Report	Cheryl reported that Emma Steinfeld will be hired as a summer intern, if approved. Linda explained that this is a student with a passion for the library and wants to make it her career.	Hiring Emma Steinfeld will be voted on during New Business.

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Technology Committee Report	Andy reported that there are no updates at this time.	
Capital Projects Committee	Ray reported: <ol style="list-style-type: none"> 1. Willow Park Shade pieces will be green and blue to match what's in those areas. 2. Air Purifying System was installed by Edison Heating. 3. Laptop and Printer for Linda was purchased. 4. Tables and chairs for the Children's section were ordered, should arrive in July. 5. Chair rails will be installed in quiet study rooms to protect the walls. 6. Upcoming projects will include: <ul style="list-style-type: none"> • Refrigerator replacement • Water bottle filling station 	
Community Relations Committee	September 9th is the tentative date for the Dedication for Sunnie Randolph. Possible gifts were discussed.	Flowers may be purchased as a gift.
Mayor's Alternate Report	Ray reported that there are no updates at this time.	
Friends of the Library Report	Cheryl reported: <ul style="list-style-type: none"> • Election of Friends Officers took place at the last meeting. Stephanie Bonanno was elected President. Juliana Mace was elected Vice President. Lisa Mahon was elected Recording Secretary. Annemarie Stoeckel was elected Treasurer. • Tea Lady event, June 3rd, Women and Tea in the Victorian Era was a beautiful event. \$140 was raised in tea cup sales. There were approximately 50 participants. • Juneteenth Event featuring Soul Steps will be Saturday, June 17th at the Senior Center. This event is sponsored by the Friends, Cultural Arts, and the Library. 	
Schools Report	Bill informed Cheryl that there was nothing to report.	
Board President's Report	<ol style="list-style-type: none"> 1) Cheryl reminded everyone that the December 9th Christmas Traditions Tea Event is not just for women. 2) Cheryl and Bob discussed possibly selling Poppies for Memorial Day, but the Lawyer recommended against making it a money exchange transaction. Instead, Cheryl and Linda donated \$40 worth of poppies to give away. Mrs. Bengivenga brought the poppies to the library where a note stating that there was an anonymous donation and please take a poppy. 3) Cheryl is taking Spanish lessons, invited others to join her. 	

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Board President's Report, continued	<p>4) Cheryl's son's book is out, <i>Purgatory Citizenship, Reentry, Race and Abolition</i>. The book presents the results of his research about the challenges formerly incarcerated people face once released. Cheryl is donating a copy of the book to the library.</p> <p>5) Cheryl, Linda, Danielle, Melissa and Bill met with the Strategic Planning Consultants, Library Crossroads Consulting, LLC.</p>	<p>Library Crossroads Consulting will conduct a focus group to address challenge of getting people in who we usually don't see.</p> <p>A 8-12 person Group will be selected to work with the consultants and attend 2 meetings, 2 weeks apart.</p>
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Bob motioned to open Public Comment. Stephanie seconded the motion.</p> <p>Ken Morgan reported that he attended the NJ Library Assistants Conference and it was very good.</p>	Motion carried unanimously.
New Business - Approval of Updated Behavior Policy	<p>Cheryl called for a motion. Andy requested a correction, removing #16 as a number and instead as a separate paragraph. Everyone agreed with the correction.</p> <p>Bob motioned to approve the corrected Behavior Policy. Stephanie seconded the motion.</p>	Motion carried unanimously.
New Business - Approval of Emma Steinfeld as a seasonal employee at \$14.13/hour	Cheryl called for a motion. Andy motioned to approve Emma Steinfeld as a seasonal employee at \$14.13/hour. Bob seconded the motion. There was no discussion.	Motion carried unanimously.
Public Comments	Cheryl called for a motion. Ray motioned close Public Comment. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Trustees Remarks	<p>Ray did not have any remarks.</p> <p>Andy said he thought hiring Emma for the summer was a great idea, it's like a paid internship. Andy suggested advertising this paid internship in the future for other students who may be interested in it.</p> <p>Stephanie did not have any remarks.</p> <p>Bob wished everyone a happy 4th of July.</p> <p>Cheryl wished everyone a happy Father's Day and a happy 4th of July.</p>	

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Trustees Remarks, continued	<p>Cheryl mentioned what is on this month's Diversity Events Calendar.</p> <ul style="list-style-type: none"> • LGBT Pride Month: Pride Month recognizes LGBT people and the effect they've had on the world. June was selected to commemorate the Stonewall Riots. Explore more with our our LGBTQ inclusion training at the workplace • Caribbean American Heritage Month: This month recognizes those of Caribbean descent and the impact their accomplishments have had throughout American history • June 2 – Indian Citizenship Act of 1924: This act granted Native Americans born in the U.S. citizenship. However, they were not given the right to vote until 1957 • June 12 – Loving Day: This day is the anniversary of the court decision that legalizes interracial marriage • Puerto Rican Day Parade: This parade is a demonstration of cultural pride that seeks to raise awareness of issues in the Puerto Rican community June 19 – Juneteenth: This day commemorates when the last African Americans learned of the Emancipation Proclamation (over two years after it was originally issued) • June 26 to July 1 – The Hajj: This day begins the annual pilgrimage to Mecca that all Muslims must take once in their lives • June 27 – Helen Keller's Birthday: This day celebrates the birth of Helen Kellen, an individual who was both blind and deaf. She was a leading humanitarian in the 20th century as well as one of the co-founders of the ACLU <p>Bob reminded everyone that June 14th is Flag Day.</p>	
Adjournment	Cheryl called for a motion. Andy motioned to adjourn. Bob seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:14 pm.

Submitted by Lisa Mahon, Secretary to the Board