

**South Plainfield Library Board of Trustees Meeting Minutes March 11, 2025**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome/To Do</b>
Call to Order	The meeting was called to order by President Cheryl Nagel-Smiley at 6:00 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; Melissa Katsingris, Vice President/Secretary; Annemarie Stoeckel, Treasurer; Ray Rusnak, Mayor's Rep; Bill Seesselberg, School Rep; Janine Kupcho; Stephanie Wolak. Carol Christatos (arrived 6:03 pm); Excused Absent: Robert A. Bengivenga	
Approval of Minutes	Cheryl called for a motion. Melissa motioned to accept the minutes from the previous meeting. Janine seconded the motion. There was no discussion.	Motion carried unanimously with Stephanie abstaining from the vote.
Payment of Vouchers	Cheryl reviewed the vouchers (checks #16114 - #16160 totaling \$56,132.16) and called for a motion after explaining that check #16161 will be discussed in Executive Session. Annemarie motioned to accept the voucher payments (checks #16114 - #16160 totaling \$56,132.16). Bill seconded the motion. There was no discussion.	Motion carried unanimously.
Expense Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Cash Receipts Report Review	Cheryl called for a motion. Melissa motioned to accept the report. Janine seconded the motion. There was no discussion.	Motion carried unanimously.
Statistical Report Review	Cheryl called for a motion. Annemarie motioned to accept the report. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Director's Report	Linda reviewed her report. Cheryl asked about the Read to a Dog Program. Linda described the program where students read to well behaved service dogs.  Cheryl called for a motion. Janine motioned to accept the report. Melissa seconded the motion.	Motion carried unanimously.
Finance and Budget/ Treasurer's Report	Annemarie presented the bank statement. There were no questions or discussion.	The bank statement was accepted.
Buildings and Grounds Report	Cheryl stated that Buildings and Grounds will be discussed in Executive Session.	

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Policy Report	Janine stated that there are no updates at this time.	
Personnel Committee Report	Cheryl stated that there are no updates at this time.	
Technology Committee Report	Annemarie stated that there are no updates at this time. Cheryl asked about the website. Annemarie said the website project is moving along with an anticipated completion by the end of March.	
Capital Projects Committee	Ray stated that next month they will start to address items that need attention.	
Community Relations Committee	Stephanie stated that there are no updates at this time.	
Mayor's Alternate Report	Ray stated that there are no updates at this time.	
Schools Report	Bill stated that they had a success for Read Across America. Bill said he enjoyed reading to students but they are a tough audience.	
Board President's Report	<ol style="list-style-type: none"> <li>1) Cheryl attended the Celtic Music Journey event, and there was a good crowd.</li> <li>2) Cheryl attended Dr. Lacey Hunter's lecture <i>For the Glory of Our Handiwork</i> which interpreted black labor.</li> <li>3) Cheryl attended the Ramadan event. She said that Mija, Kitty, Audrey and Jessica did a great job</li> <li>4) Cheryl and Carol enjoyed helping at the Kennedy School Book Fair.</li> <li>5) Cheryl reminded everyone that Senior Yard Pick Up starts April 23rd and noted that you have to sign up for it.</li> </ol>	
Old Business	There was no Old Business to discuss.	
Public Comments	<p>Cheryl called for a motion. Stephanie motioned to open Public Comment. Janine seconded the motion.</p> <p>Lisa reviewed the highlights from the last Friends Meeting.</p> <ul style="list-style-type: none"> <li>• Details for a Mother's Day Mother/Daughter Tea were discussed. The event will be 5/4/25 at 2 PM. The age group for the event will be Kindergarten - 8th Grade. It will be held at the Senior Center. Tea cups with a tea bag and cookies/candy will be the party favor.</li> <li>• Possible Jewelry Sale Fundraiser was discussed.</li> </ul>	Motion carried unanimously.

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Public Comments, continued	<p>Friends Meeting highlights, continued.</p> <ul style="list-style-type: none"> <li>• Scholarship Program details were reviewed.</li> <li>• Stephanie B. Is looking into the West Orange Edison Museum for the Museum Program.</li> <li>• Plans for the Fall Book Sale were discussed. Presale will be Friday, 9/19, main sale days will be Saturday, 9/20 and Sunday, 9/21. From 9/22 onward will be box of books sale days.</li> <li>• Friends voted to provide funds for the Bunny Hop event.</li> </ul>	
Public Comments	Cheryl called for a motion. Annemarie motioned to close Public Comment. Stephanie seconded the motion. There was no discussion.	Motion carried unanimously.
Executive Session Opening	Cheryl called for a motion. Melissa motioned to enter into Executive Session. Janine seconded the motion.	Motion carried unanimously.
Executive Session Closing	Cheryl called for a motion. Stephanie made the motion to close Executive Session. Bill seconded the motion.	Motion carried unanimously.
New Business - Approval of Executive Session Minutes	Cheryl called for a motion. Annemarie motioned to approve the Executive Session minutes. Janine seconded the motion. There was no discussion.	Motion carried unanimously with Stephanie abstaining.
New Business: Approval of Payment to Driscoll Plumbing (Check #16161)	Cheryl called for a motion. Annemarie motioned to table the approval for the payment to Driscoll Plumbing until an itemized bill is available for review for clarification. Ray seconded the motion.	Motion carried unanimously.
New Business: Amendment to the agreement to give the Library Director authority to call licensed plumbing and electrical professionals	Cheryl called for a motion. Ray motioned to amend the agreement giving the Library Director authority to engage licensed plumbing or electrical professionals to allow the Library Director to engage professionals for all building maintenance issues using her best judgement. Melissa seconded the motion.	Motion carried unanimously.
Trustees Remarks	<p>Annemarie stated that she has enjoyed this nice weather and hopes to see more.</p> <p>Ray said it is good to sit on everything until the April meeting.</p> <p>Melissa said she enjoyed the good discussion. She said she would do better on the Executive Minutes. Melissa hoped everyone would enjoy the nice weather.</p>	

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Trustees Remarks, continued	<p>Janine complimented the excellent children's programs and says she enjoys working with the library with her Girl Scouts. Janine stated that she is excited to see the new website.</p> <p>Stephanie asked if the diversity calendar needs to be in the minutes. Cheryl replied that she likes to include the list so that the Council and others gets the information when the minutes are shared with them.</p> <p>Carol shared an interesting article about a book being returned in good condition to Ocean County Library after being out for 99 years. The Ocean County Library is going to display the book in a glass case in celebration of their library's 100 year anniversary.</p> <p>Bill shared that the High School is doing a Charlie and the Chocolate Factory musical in the first week of April and Grant School will be doing an Alice in Wonderland production April 9th and 10th.</p> <p>Bill also stated, in answer to Ken's question in last month's meeting about if there are any plans to celebrate the South Plainfield 100 year anniversary, the Council is setting up a Centennial Committee that will be appointed by the Mayor (which may meet in April).</p> <p>Cheryl wished everyone a happy Saint Patrick's Day. She mentioned that March is the month that the Girl Scouts and Camp Fire Girls started.</p> <p>Cheryl thanked everyone for being the most agreeable group she has ever worked with.</p> <p>Cheryl mentioned what is on this month's Diversity Events Calendar:</p> <ul style="list-style-type: none"> <li>• Month-long Observances <ul style="list-style-type: none"> <li>• National Women's History Month: Highlights the contributions of women throughout history</li> <li>• Developmental Disabilities Awareness Month: Raises awareness about the inclusion of people with developmental disabilities</li> <li>• Irish American Heritage Month: Recognizes the contributions of Irish-Americans to American history</li> <li>• Greek American Heritage Month: Recognizes the contributions of Greek-Americans to American history</li> <li>• Ethnic Equality Month: Recognizes the similarities and differences between people, and promotes equality</li> <li>• Gender Equality Month: Recognizes the achievements of women, femmes, transgender, and non-binary people</li> </ul> </li> </ul>	

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Trustees Remarks, continued	<p>Diversity Events Calendar, continued:</p> <ul style="list-style-type: none"> <li>• March 1: Ramadan – 1st day</li> <li>• March 5: Ash Wednesday - Beginning of Lent, a season for fasting and prayer</li> <li>• March 5: Equal Pay Day - Promotes awareness of equal pay between men and women</li> <li>• March 7: Global Day of Unplugging - Promotes work-life balance and mental well-being by encouraging a day of digital detox and mindfulness activities</li> <li>• March 8: International Women’s Day - Celebrates the achievements of women and calls for gender equality</li> <li>• March 14: Holi - Hindu festival of colors, celebrating the beginning of spring</li> <li>• March 14: Hola Mohalla - A Sikh festival featuring martial arts and poetry</li> <li>• March 17: Saint Patrick’s Day - Serves as a tribute to Ireland and one of its patron saints, St Patrick</li> <li>• March 17-23: Neurodiversity Celebration Week - Promotes awareness and understanding of people with neurodiverse disorders</li> <li>• March 20: Feast of Naw-Ruz (Bahai)</li> <li>• March 21: World Down Syndrome Day - Promotes awareness and understanding of people with Down syndrome</li> <li>• March 21: International Day for the Elimination of Racial Discrimination - Global fight against racism that promotes social justice</li> <li>• March 25: Eid al-Fitr - A Muslim festival marking the end of the fast of Ramadan</li> </ul> <p>Stephanie shared that March 19th is Saint Joseph’s Day Ken shared that March 1st is Saint David’s Day.</p>	
Adjournment	Cheryl called for a motion. Carol motioned to adjourn. Stephanie seconded the motion.	Motion carried unanimously. Meeting adjourned at 7:12 pm.

Submitted by Lisa Mahon, Secretary to the Board