

**Dunellen Public Library Board of Trustees Meeting Minutes**  
**December 15, 2022**

1. Call to order and Sunshine Law Statement: "The meeting has been advertised and will be conducted in accordance with the Sunshine Law."

President Beth Willoughby called the meeting to order at 7:05 p.m.

2. **Roll call**

**Present:** Hana Baudendistel, Ed Ditter, Candy Harshaney, Nathan Hewette Guyton, Anthony Lowenberg, Richard Pinder, Liz Lopez-Velez, Trina Rios, Elizabeth Willoughby

3. **Correspondence**

Liz received a notice requesting her to attend a court appearance on February 21, 2023 for the patron who was charged with criminal mischief.

4. Approval of November 17, 2022 minutes. First Trina, second Ed. **All Approved**

5. **Financial**

- Checking: \$5,819.44
- Savings: \$133,862.40
- Petty cash: \$56.46
- Bills: \$4,139.84

November: A motion to pay the bills in the amount of \$4,139.84, first Ed, second Nat.

**All Approved**

- Checking: \$ 7,016.91
- Savings: \$ 122,303.34
- Petty cash: \$11.22
- Bills: \$13,636.02

December: A motion to pay the bills in the amount of \$13,145.36, first Rich, second Anthony.

**All Approved**

6. **Director's Report and Circulation**

**Building Maintenance**

- DPW filled the asphalt trench around the building. Concrete issues may still need to be addressed.
- Plexiglass project suspended until warmer weather.

**Collection Development**

- Increased Hoopla spending is favored over physical audiobooks for 2023.

**Meetings/Conferences and Training**

- Trustee President Beth Willoughby attended the NJASL recently.
- Eddie Ditter attended the Young Adult Conference..

### **Friends/Fundraising**

- The Friends of the Dunellen Public Library's annual membership drive is underway.
- The Friend's holiday party was a great success, thank you to all who attended.

### **Grants/Donations**

- Motion to have excess funds from the Middlesex County Grant in the amount of \$1,254.78 encumbered for use in 2023. The DDMO donated \$437.50 to be earmarked for programming. Funds were deposited in August, and not included in the budget for FY 2022. Motion to encumber 2022 funds to 2023. First Rich, Second Ed.

#### **All Approved**

- The remainder of Schwartz Grant funding which was to be applied toward changes in programming and library use as a response to Covid-19 were used for furniture upgrades in the children's and adult areas of the circulation floor. An additional \$2,500 was awarded for 2023 and will be applied in a similar manner.
- Potential use of the funds is to reconfigure the corner section of the library where the magazines are by removing some of the shelves and installing study corrals.

### **Programs**

- Growing recurrent programs will be an area of focus for the first quarter of the year.
- We are seeking funds to implement a proper ESL class (as opposed to the conversation cafe) \$500 has been raised (via the Friends of the DPL)

### **Staffing**

- Salary increase resolutions to be approved in Executive Session.

### **Information and Technology**

- The public computers were taken off-site for a factory reset due to an admin password issue and will be upgraded to a solid state drive. Linx8 is performing this task at a reduced rate, it will cost \$200 per device.

## **7. New Business**

- Hanah presented the 2023 Budget for approval. First Beth, Second Rich  
**All Approved**
- Nominations:  
President, Elizabeth Willoughby; First Trina, Second Ed  
Vice President, Trina Rios; First Beth, Second Ed  
Treasurer, Hana Baudendistel; First Trina, Second Nat  
Secretary, Candy Harshaney; First Trina, Second Ed  
**All Approved**
- Defibrillator donation from the Friends. Staff training will also be provided.

- Library article links: [Information Literacy Bill](#) and [Bill Text](#).
  
- The following are the 2023 board meeting dates of the Dunellen Public Library trustees
  - January 19
  - February 16
  - March 16
  - April 20
  - May 18
  - June 15
  - July - no meeting
  - August - no meeting
  - September 7
  - October 19
  - November 16
  - December 14

**8. Old Business**

- Trustee Appointments-None
- Trustee review of borough policy and procedure handbook, turn in signoff sheet.
- Review the administrative code for the Maintenance of Free Public Library to reserve monies in savings for a capital fund. Future resolution to reserve the monies.
- 2023 Holiday Closings
  - Monday, January 2 - New Year's Day
  - Monday, January 16 - Martin Luther King Jr. Day
  - Monday, February 20 - Presidents Day and Washington's Birthday
  - Friday, April 7 - Good Friday
  - Monday, May 29 - Memorial Day
  - Monday, June 19 - Juneteenth
  - Tuesday, July 4 - Independence Day
  - Monday, September 4 - Labor Day
  - Saturday, November 11 - Veterans' Day
  - Thursday, November 23 - Thanksgiving Day
  - Friday, November 24 - Thanksgiving Break
  - Monday, December 25 - Christmas

**9. Committee Reports - None**

**10. Public Comments-None**

**11. Executive Session at 8:13 p.m.**

11. **Adjournment** at 8:51 p.m., first Beth, second Ed. **ALL APPROVED**

12. **Next Board Meeting:** Thursday, January 19, 2023

Respectfully submitted.

Candy Harshaney