

Dunellen Public Library Board of Trustees' Meeting Minutes

February 16, 2023

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

2. **Roll Call**

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

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

3. **Correspondence** – Request from Dunellen High School to purchase a sponsor ad in the Exodus yearbook

4. Motion to approve minutes from January 19, 2023, first Trina, second Rich. **ALL**

5. **Financial**

- Checking: \$ 15,274.33
- Savings: \$120,414.88
- Petty cash: \$94.40
- Bills: \$5,377.27

Motion to pay the bills in the amount of \$5,377.27, first Trina, second Hana. **ALL**

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

Building Maintenance

- The leak in the roof was fixed.
- Ongoing electrical work is being organized by the DPW.
- Concern regarding the concrete along the walkway at the rear of the building.
- Liz and Ed will tentatively coordinate to meet on a Sunday to disassemble the shelves we had planned on moving.
- DPW to paint lines that separate the library parking lot from the town parking lot.
- Liz purchased replacement patron library tables and chairs from the Rutgers Material Services Surplus Store.

Collection Development

- There are plans to upgrade and replace many books in the fairy tale collection. Identifying a financial resource for this project would be beneficial, so that it does not put a strain on the budget for new materials.
- We purchased two portable CD players to be used with audio books per patron requests which has been popular.

Technology

- Working with Bill Robins regarding library cameras and the ballot box.
- Linksys and Deep Freeze issues resolved. Anti-virus was not working.

Meetings/Conferences and Training

- Staff will attend the virtual NJASL 2023 Spring Mini-Conference Hope & Healing on April 1, 2023.
- Liz may attend the spring NJLA Annual Conference which is May 31-June 2, 2023

Friends/Fundraising

- The Friends of the Dunellen Public Library had another successful Valentine's Day Strawberry fundraiser.
- A Willy Wonka tea is planned for April 16, 2023.
- The Friends next regular meeting is scheduled for April 27, 2023 at the library.
- Future 2023 meeting, fundraiser and activity dates:
 - September 28 regular meeting
 - November 9 regular meeting
 - November 12 Bags and Bling
 - December 3 Holiday Party

Grants/Donations

- Exploring options for a cultural heritage grant for 2023.
- Looking for sponsorships and funding for our Hispanic Heritage Celebration in September.
- Potential Garden grant

Programs

- A year-long schedule of major library programs has been created.
- The musician scheduled for February 15 had to cancel his show.
- Liz would like to expand the English Conversation Group to an English as a Second Language (ESL).

Staffing

- To be discussed in Executive Session

7. New Business

- Strategic Planning – to be discussed in future meeting
- NJLTA Trustee training and resources available
- Staffing – Executive Session

8. Old Business

- The resolution to “Establishing Intent to Reserve Excess Funds for Capital Improvement“ is on hold until the goals for the Strategic Planning have been decided
- Defibrillator donation from the Friends – discussion recommended the friends donate a non-video defibrillator
- The “Sustainable Jersey's Technical Assistance for Advancing Equity Pilot” program meeting is scheduled for February 22, 2013. If members Liz and Anthony can not attend the meeting in person they will be able watch the recorded meeting afterwards.

9. **Committee Reports**

- Social Media
- Budget and Finance
- Buildings and Grounds
- Policy Manual Revision Committee

10. **Public Comments** - None

11. **Executive Session** at 7:42 p.m. first Trina, second Ed. **ALL**

12. **Adjournment** at 7:57 p.m., first Trina, second Nat. **ALL**

13. **Next Board Meeting:** March 16, 2023

Respectfully submitted.

Candy Harshaney