

**Dunellen Public Library Board of Trustees Meeting Agenda**  
**January 20, 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 7:09 p.m.

2. **Roll call**

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

**Excused:** Anthony Lowenberg

Athelia Vigilante has to submit her Trustee resignation

3. **Correspondence-NONE**

4. Motion to approve the meeting minutes from December 16, 2021, first Ed, second Trina  
**All APPROVED**

5. **Financial**

- Checking \$6,719.65
- Savings \$134,524
- Petty cash \$15.20
- Bills to be paid: \$3,226.31

A motion to pay the bills in the amount of \$3,2216.31 first Trina, second Nathan  
**All APPROVED**

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

**Building Maintenance**

- Two HVAC quotes from Garden State Energy were reviewed and discussed. The original quote of \$2,000 to replace the thermostats and a sufficient number of sensors was chosen.
- Eagle Scout Garden Project presented by Myles Harada from Troop 29. Myles’ proposal is to build and install flower/garden boxes in between the shed and library. Removable murals will also be mounted on the library continuing the flower garden theme. The BSA Council should approve Myles’ project and proposal end of March beginning of April 2022.

**Meetings/Conferences and Training**

- Staff continues to utilize webinars for professional development.

**Friends/Fundraising**

- Annual Valentine’s Day chocolate-covered strawberry fundraiser will happen again this year.
- The Friends of the Dunellen Public Library’s Farmers Market will be moving to Washington Park.

## **Grants/Donations**

- We expect to receive iPads through NJ Health Connect, in partnership with the East Brunswick Public Library. These iPads will be available for patrons to use for telehealth appointments.
- An additional \$2,500 was awarded to us from the Schwartz Foundation to be used for additional expenses incurred due to the pandemic - such as outdoor programming supplies and air purifiers.

## **Programs**

- Virtual and in-person programs will continue for the remainder of the winter season.
- Take and make projects are available to the public.
- Volunteer, Faith Thompson, will be offering a Lunar New Year program and craft in cooperation with our Children's Librarian.

## **Community Outreach**

- Discarded books are being brought to the VA home and a young women's shelter.
- Middlesex County and OEM established a Covid testing clinic at the library on 1/20/2022

## **Information and Technology**

- A representative from Linx8 met with the Library Director, EL, to conduct a needs assessment for computer upgrades for the circulation desk, director's office and a laptop for the children's librarian. The proposal will be ready later this week which will be funded by the Friends.
- As per the Borough agreement with Optimum, our bandwidth at the library has increased.

## **Staffing**

- One Library Assistant, who presently works 10-hours a week will be leaving soon. We are planning to cover those shifts when the time comes. Two additional Library Assistants will be leaving in July, as they will be going to college out of state. We will need to begin the interview process in May so that we can hire in June and have new team members ready to work in early July.
- We have a staff member who has been selected for Jury Duty starting February 1st for a petit jury in New Brunswick. They work 20 hours a week which will need to be covered.

## **Legal**

- To be discussed in the executive session

## **7. New Business**

- Trustee appointment - Richard Pinder read Oath of Allegiance
- Reappointments - Hana Baudendistel and Candy Harshaney separately read Oath Allegiance

## **8. Old Business**

- Officers Elizabeth Willoughby, President; Trina Rios, Vice-President; Hana Baudendistel, Treasurer; Candy Harshaney, Secretary. First Trina, second Rich. **All APPROVED**
- Trustee appointments - one more trustee is still needed
- Trina and Beth are working on full-time employee contracts.

**9. Committee Reports**

- Social Media - No update
- Budget and Finance - Hana will forward the budget which will be voted on by email
- Policy Manual Revision Committee-Hana began reading and making notes. Liz assigned Pat to review grammar and areas that need to be changed to align with what is currently in practice. Alana checked the minutes to make sure that what the board voted on is in the manual.

**10. Public Comments - None**

**11. Motion to close public meeting at 7:42 p.m. first Hana, second Richard. ALL APPROVED**

**12. Executive Session - Motion to open executive session at 7:42 p.m. first Hana, second Richard. ALL APPROVED**

**13. Returned from executive session to regular meeting 7:52 p.m.**

**14. Adjournment - End 7:59 p.m. Hana first, Trina second. ALL APPROVED**

**15. Next Board Meeting: Thursday, February 17, 2022**

Respectfully submitted.

Candy Harshaney