

Dunellen Public Library Board of Trustees' Meeting Minutes
June 15, 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, Liz Lopez-Velez, Richard Pinder, Trina Rios, Elizabeth Willoughby

Not Present: Anthony Lowenberg

Members of the public: Joana Tudela, Ruben Machaen

President Beth Willoughby called the meeting to order at 7:03 p.m.

3. **Correspondence** – None

4. Motion to approve minutes from May 18, 2023, first Trina, second Beth. **ALL**

5. **June Financial**

- Checking: \$6,769.36
- Savings: \$147,614.26
- Petty cash: \$.19
- Bills: \$2,738.02

Motion to pay June 2023 bills in the amount of \$2,738.02, first Hana, second Rich. **ALL**

Motion to pay bills in July and August 2023, first Ed, second Nat. **ALL**

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

Building Maintenance

- No new issues

Collection Department

- Ordering novels to align with the 2023 Summer Reading lists

Technology

- No update

Meetings/Conferences and Training

- No update

Friends/Fundraising

- Open Air Markets continue
- 2023 dates include:
 - Next Meeting: September 28 regular meeting
 - November 9 regular meeting
 - November 12 Bags and Bling
 - December 3 Holiday Party

Grants/Donations

- Applications will be made for the Middlesex County Arts Grant this summer

Community Outreach

- Local Pre-Schools have been visiting the library
- Motion for Precious Moments Academy, Inc. - Day Care Center in Dunellen to use the library parking lot for a Fun Bus visit for their students. After discussion, the decision is not to allow Precious Moments to use the parking lot. First Trina, second Beth. **ALL**

Programs

- Summer Reading Kickoff - over 300 guests attended the event

Staffing

- To be discussed in the Executive Session.

7. New Business

- Joana Tudela and partner Ruben Machaen presented an educational program they want to host in the library “Immigrants Beyond Immigration.” The program is to familiarize undocumented citizens with navigating access to U.S. benefits, civics and customs. Library policy permits two feeless programs to be held in the library prior to charging a meeting room usage fee. After discussion, the decision is not to not allow Immigrants Beyond Immigration to use the library meeting room. First Beth, second Candy. **ALL**
- To promote literacy and reading staff are encouraged to sign up patrons for the Summer Reading program.
- To assist staff in answering questions they receive on the phone and via email modify the code of conduct verbiage to include electronic and telephone communications.
- State Library - literacy report

10. Old Business

- Bystander CPR with OEM - per John Bruder, borough attorney, there is no staff liability
- Resolution to reserve monies in savings for a capital fund will be on hold. Details will be shared with trustees.
- Defibrillator donation from the Friends

11. Committee Reports - No update

- Social Media
- Budget and Finance
- Buildings and Grounds
- Policy Manual Revision Committee - Modify code of conduct verbiage to include electronic and telephone communications.

12. Public Comments - None

13. Executive Session at 8:18 p.m. First Liz, Second Trina. ALL

14. Motion to return from executive session to regular meeting at 9:05 p.m. First Beth, second Rich. ALL

15. Adjournment at 9:09 p.m. First Beth, second Rich. ALL

16. Next Board Meeting: September 7, 2023

Respectfully submitted.

Candy Harshaney