

Dunellen Public Library Board of Trustees' Meeting Minutes
May 18, 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: Ed Ditter, Candy Harshaney, Nathan Hewette Guyton, Liz Lopez-Velez, Anthony Lowenberg, Richard Pinder, Trina Rios, Elizabeth Willoughby
Not Present: Hana Baudendistel

President Beth Willoughby called the meeting to order at 7:06 p.m.

3. **Correspondence** – Invite for NJALA Conference June 6, 2023 at Mercer County College. Liz suggested Josue or Nicole attending. The cost is \$120 plus mileage.
4. Motion to approve minutes from March 16, 2023, first Ed, second Beth. **ALL**
5. Motion to approve minutes from April 20, 2023, first Ed, second Beth. **ALL**
6. **April Financial**
 - Checking: \$7,622.87
 - Savings: \$114,541.98
 - Petty cash: \$16.25
 - Bills: \$6,735.35

Motion to pay April 2023 bills in the amount of \$6,735.35, first Ed, second Rich. **ALL**

7. **May Financial**
 - Checking: \$1,820.28
 - Savings: \$148,085.89
 - Petty cash: \$65.85
 - Bills: \$8,094.69

Motion to pay May 2023 bills in the amount \$8,094.69, first Ed, second Rich. **ALL**

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

Building Maintenance

- A new leak recently developed in the area above the desks on the Adult side of the main floor.

Collection Department

- The Friends will be sponsoring the replacement of books in the Biography and Fairy Tale section of the Children's Department.

Technology

- Firewall/Router upgrade, 1-year \$730, 2-year \$1,192.
- Library has twenty scholarships for the new Google Career Certificate.
- LMXAC may offer email hosting services via google in the near future, which we hope to take advantage of.

Friends/Fundraising

- May 21, 2023 open air market.

- May 24, 2023 there will be an Antique Appraisal fundraiser at the library. Tickets are available for purchase.
- Additional 2023 dates include:
 - Next Meeting: September 28 regular meeting
 - November 9 regular meeting
 - November 12 Bags and Bling
 - December 3 Holiday Party

Meetings/Conferences and Training

- A lot of valuable information was shared at the Small Libraries Mini Conference that Liz attended in Princeton.

Grants/Donations

- A \$160 donation was made by neighbors who held a flower sale fundraiser in the parking lot.
- Liz is applying for a \$1,000 “Challenged Book Grant” which could be used for the purchase of books and put towards a speaker.

Community Outreach

- The library is collaborating with volunteers from the Recreation Department to host movies in Washington Park.
- Create reusable lawn signs with QR codes to promote library card signup and programs which can be used for community events around town.
- Collaboration on a Memorial Day Tribute with Jim Brennan, Chairman of the Dunellen Recreation Commission.

Programs

- On May 21, 2023 from 12:30 to 3:00 p.m. the Youth Services Department will host a Musical Storytime with a Karaoke Sing-A-Long at the open air market to celebrate Asian American and Pacific Islander (AAPI) month with a guest appearance from a special Princess.
- On May 20, 2023 a special program, “The Bees Knees” with the Somerset EEC will take place at 11:00 a.m.
- “Summer Reading Kickoff” on June 10, 2023. The library will be hosting a “Touch a Truck” event along with other organizations in town.
- A new “Big and Little” storytime for caregivers and children, preschool aged and under, is happening on Monday evenings.
- Back by popular demand Pat Kime has volunteered to restart the “ESL Conversation Cafe.”
- Joana Tudela wants to beta test an educational program “Immigrants Beyond Immigration” at the library. More information is needed before a decision is made.

Staffing

- To be discussed in the Executive Session.

9. New Business

- Bystander CPR with OEM. Research Bystander/Good Samaritan Laws with John Bruder, borough attorney. A review and determination will have to be made.
- Use of the library parking lot by the Cave Food Truck Memorial Day weekend.
- Firewall router project future decision.

10. **Old**
 - On hold. Resolution to reserve monies in savings for a capital fund.
 - No update. Defibrillator donation from the Friends

11. **Committee Reports - No update**
 - Social Media
 - Budget and Finance
 - Buildings and Grounds
 - Policy Manual Revision Committee

12. **Public Comments - None**

13. **Executive Session** at 7:53 p.m. First Beth, Second Rich. **ALL**

14. Motion to return from executive session to regular meeting at 8:00 p.m. First Beth, Nathan. **ALL**

15. **Adjournment** at 8:00 p.m. First Beth, second Nathan. **ALL**

16. **Next Board Meeting:** June 15, 2023

Respectfully submitted.
Candy Harshaney