

## Dunellen Public Library Board of Trustees Meeting Minutes

November 17, 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 7:15 p.m.

2. **Roll call**

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

**Not Present:** Hana Baudendistel

3. **Correspondence** -None

4. Approval of October 20, 2022 Minutes First, Beth, Second Anthony

5. **Financial**

A motion to pay the bills will be approved via email, first Nat, second Rich

**All APPROVED**

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

### **Building Maintenance**

- Trina reported that the DPW will complete the exterior masonry repair in December.
- Still getting quotes to replace the plexiglass on the windows. Friends are contributing \$900 and the difference will come from the building maintenance fund.

### **Meetings/Conferences and Training**

- Eddie Ditter attended the Young Adult Conference in Baltimore.
- Library Director, Liz attended the League of Municipalities conference. Liz is going to arrange to have the NJSLA train staff.

### **Friends/Fundraising**

- The friends had Pampered Chef and Touchstone Crystal fundraisers in November.
- The Friends of the Dunellen Public Library's annual membership drive will be starting.
- Friends Holiday Party is December 4, 2022 and patrons are invited.

### **Grants/Donations**

- Nothing new.

### **Programs**

- Saturday, December 17, 2022 showing of the movie Elf at 12:00 p.m.

- Tuesday, December 20, 2022 Smarts & Crafts project “Snowglobes” at 3:30 p.m.

### **Information and Technology**

- Ali from Linx8 will continue to work on the computer maintenance.

### **7. New Business**

- 2023 Holiday Closings suggestions: Juneteenth, Thanksgiving 4-day holiday. Review previous year statistics on patron usage.

### **8. Old Business**

- No new Trustee Appointments
- Borough policy and procedure handbook-sign acknowledgement page and bring to next meeting.

### **9. Committee Reports**

- Budget and Finance committee meeting on November 22, 2022 at 4:00 p.m.

### **10. Public Comments-None**

### **11. Adjournment at 7:35 p.m., first Nat, second Beth. ALL APPROVED**

### **12. Next Board Meeting: Thursday, December 15, 2022**

Respectfully submitted.

Candy Harshaney