

**Dunellen Public Library Board of Trustees Meeting Minutes
October 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 7:10 p.m.

2. **Roll call**

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

Not Present: Anthony Lowenberg exempt

3. **Correspondence** -None

4. Approval of minutes:

- June 16, 2022 Minutes First, Hana, Second Trina
- September 8, 2022 Minutes First Nat, Second Trina

- Checking \$16,351.93
- Savings \$127,550.25
- Petty cash \$66.65
- Bills to be paid: \$10,426.35

A motion to pay the bills in the amount of \$10,426.35, first Rich, second Ed

ALL APPROVED

Motion to approve the following revised “June Bills to be paid amount.” First Trina, second Ed

ALL APPROVED

	Original Approved Amount	Amended Amount
June Bills to be paid	\$4,716.59	\$6,537.74

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

Building Maintenance

- Roof repairs have been completed. Roof shingles that were buckling and not originally installed correctly were nailed down. Roof vents that were letting rain in were closed. The ridge vent will provide ventilation.
- A new leak has been identified above the pulldown stairs and will cost \$1000 to repair.
- Alex Miller and the DPW are going to repair the masonry issues on the exterior.
- Replacing the plexiglass on the windows will cost \$2,700 based on the quote we received. Friends are contributing \$900 and the difference will come from the building maintenance fund.

Collection Department

- The circulation of audio books is on the decline and the acquisition of new audio books will be eliminated. Those funds will be allocated towards Hoopla's digital content.

Meetings/Conferences and Training

- Approval for trustee Eddie Ditter to attend the Young Adult Conference in Baltimore. First Beth, Second Trina
- Library Director, Liz, would like to attend the League of Municipalities in November if the budget and workload will allow for it.

Friends/Fundraising

- A Touchstone Jewelry fundraiser will be held on November 13, 2022.
- The open air market season ended this weekend with it's last session.
- The Friends of the Dunellen Public Library's annual membership drive will be underway soon.
- Josue Simao will take on the role of liaison with the Friends. First Nat, second Beth

Grants/Donations

- State funding has been received.
- County funding has been received.
- Surplus funds from the Schwartz grant (in excess of the \$10,000 book budget) will be used for new furnishings in the Children's Department. \$2,500 additional for program changes due to COVID.

Programs

- The third annual Hispanic Heritage Celebration was a great success.
- On November 4, 2022 there will be a bird watching/identification workshop.
- Future programs: Skull Painting, Spooky Slime, Craftertoon Pumpkin Decorating

Community Outreach

- Karin Roslund attended back to school night at Faber Elementary School.
- Liz attended the Senior picnic.
- The Senior Club will be meeting at the library for a special program on November 4, 2022.

Information and Technology

- Ali from Linx8 working on computer maintenance to do factory resets.

Staffing

- Liz is cross training Karin Roslund on paying bills and processing payroll.

Incident

- EDI patron incident who is no longer allowed in the library.

6. New Business

- Finance committee meeting on November 22, 2022 at 4:00 p.m.
- 2022 December Schedule for staff and programs
- 2023 Holiday Closings will be discussed
- Friends are going to contribute \$900 for the plexiglass and the difference will come from the building maintenance.

7. Old Business

- No new Trustee Appointments
- Borough policy and procedure handbook-sign acknowledgement page
- Resolution to reserve monies in savings for a capital fund will be discussed along with strategic plan.

8. Committee Reports

- Social Media policy is complete and in place
- Budget and Finance committee meeting on November 22, 2022 at 4:00 p.m.
- Buildings and Grounds - Ed Ditter fixed the shed door

9. Public Comments-None

10. Adjournment at 8:15 p.m., first Nat, second Beth. **ALL APPROVED**

11. Next Board Meeting: Thursday, November 17, 2022

Respectfully submitted.
Candy Harshaney