

Dunellen Public Library Board of Trustees' Meeting Minutes

October 19, 2023

7:05 p.m.

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  
**Members of the public:** Potential trustee Jonathan Manari
3. **Correspondence:** None
4. Motion to approve minutes from September 14, 2023, first Trina, second Ed. **ALL**
5. **October Financial**
  - Checking: \$.56
  - Savings: \$129,691.40
  - Petty cash: \$45.10
  - Bills: \$3,869.93

Motion to pay September 2023 bills in the amount of \$3,869.93, first Trina, second Rich. **ALL**

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

**Building Maintenance**

- Earlier this month there was a very bad leak and several ceiling tiles had to be removed. I have put out requests for quotes on a new roof. Ed will review the quotes.
- Shed in need of roof and trim repairs. Ed is going to look at what potential repairs are needed.

**Collection Department**

- Acquisition of Spanish language materials made possible by a \$5,000 grant from Blue Foundry Bank. Their Grand Opening is November 8, 2023 from 5:30 - 6:30 p.m.

**Technology**

- Issues with outgoing emails from Dunellenlibrary.org continue. There are ownership issues preventing the library from claiming the site. Liz is working towards a solution with the help of Alex Miller so that future ownership is registered to more than one individual and we don't run into this problem again.
- Nicole will be attending LMXAC email migration webinar to switch over the email service.
- Camera DVR/port switch. Motion to approve the purchase of 16 port DVR for \$1,335, first Nat, second Trina. **ALL**
- The copier needs to be replaced. Motion to approve leasing a color copier from Network Digital which includes ink for \$75 month, first Trina, second Nat. **ALL**

**Meetings/Conferences and Training**

- Liz attended a meeting hosted by Middlesex County on social services and mental health. Liz will be attending the LMXAC's Directors meeting on October 20, 2023.
- As noted in Technology, Nicole will be attending a webinar regarding the migration of our email to LMXAC's email service via google workspace.

### **Friends/Fundraising**

- The last open air market will be on November 5, 2023.
- A general meeting will be held on November 9, 2023
- Bags and Bling will be held on Sunday, November 12, 2023. The friends are collecting donations and setup will be November 11, 2023.

### **Grants/Donations**

- Funds from the State Library have been received.
- We anticipate a \$ 5,000 grant from Blue Foundry Bank as noted in Collection Department (thank you Trina for your help)

### **Community Outreach**

- The Children's department opened HarvestFest with the help of a Special Mermaid (Sofia)
- School visitations will start again.

### **Programs**

- Italian-American Heritage celebrated with a screening of the movie Luca.
- On Tuesday, October 17, 2023 a fresh mozzarella demonstration featuring Domenick Discenza, owner of Sapore Ravioli in Middlesex was presented. Domenick also provided an assortment of delicious mozzarella appetizers.
- Children's and teen programs have been well attended with over 30 people attending the last musical storytime.
- Tai Chi for adults will be offered in November.
- A "Chunky Blanket" class will be offered Tuesday, November 21, 2023.

### **Staffing**

- To be discussed in the Executive Session.

## **7. New Business**

- The Policy Manual was reviewed by trustees before the meeting and changes and additions discussed at the meeting. Beth updated the manual which will be reviewed and approved at the next meeting.
- We need a new representative for the Friends of the Dunellen Library.
- Discussion to reconsider Saturday hours before a Monday holiday. To be discussed in the Policy Manual review.

## **8. Old Business**

- "Establishing a Library Foundation: Planning, Persistence, Progress" guidelines were distributed, to be reviewed and discussed at the next meeting.
- Request to the Friends of the Dunellen Public Library meeting agendas, minutes and financials.
- Defibrillator from the Friends will not be donated.
- Starting a Dunellen Public Library 501(c)(3) foundation for capital investments with its own board, bylaws and managed by the Trustees.

## **9. Committee Reports - no update**

- Social Media
- Budget & Finance Committee (Beth, Hana, Liz, Trina) are going to meet at the end of October.
- Buildings and Grounds
- Policy Manual

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

11. **Executive Session** - None
12. **Adjournment** at 8:44 p.m., first Trina, second Nat. **ALL**
13. **Next Board Meeting:** November 16, 2023

Respectfully submitted.  
Candy Harshaney