

**Dunellen Public Library Board of Trustees Meeting Minutes
September 8, 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 at the library: Candy Harshaney, Nathan Hewette Guyton, Anthony Lowenberg, Liz Lopez-Velez, Trina Rios, Elizabeth Willoughby

Not Present: Hana Baudendistel, Ed Ditter, Richard Pinder

3. **Correspondence** - NONE

4. Approval of the June 16, 2022 Minutes are postponed until the October 20, 2022 meeting. Trustee Nathan Hewette Guyton was reported as present when he was not.

5. **Financial**

- Checking \$8,668.08
- Savings \$135,147.58
- Petty cash \$72.60
- Bills to be paid: \$10,610.71

A motion to pay the bills in the amount of \$10,610.71, first Beth, second Nat.

All APPROVED

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

Building Maintenance

- Trustee, Eddie Ditter, facilitated the repair of the roof of the library and repaired the roof of the shed himself. THANK YOU.
- We need to examine the masonry on the rear exterior of the building.

Collection Department

- Baker & Taylor’s online ordering portal has been down since late August. We are looking at other sources for our September book order which puts us behind on new releases.

Meetings/Conferences and Training

- Library staff have been asked to watch a training video sent by the borough.
- Trustee Beth W. met with Library Assistant Laurie W. to go over bookkeeping practices.
- The YALSA's 2022 Young Adult Services Symposium is scheduled for November 4-6, 2022. Karin Rosland expressed an interest in attending. Liz will look into the library covering the registration, travel and hotel costs.

Friends/Fundraising

- The Bags & Bling fundraiser is this Sunday, September 11, 2022.
- September 18 and October 2, 2022 are Market days. Please stop by and visit the many vendors that participate in this great event.
- The Friends of the Dunellen Public Library's annual membership drive will be underway soon, please join.

Grants/Donations

- Applications have been submitted to existing funding sources, State, County and Schwartz Foundations.
- Small sources of revenue have been generated recently
 - \$400+ from Municipal Alliance Program earmarked for children's programs
 - \$250 for meeting room use from DACC
 - \$400 via Facebook Fundraiser (Liz's birthday fundraiser) earmarked for ESL
 - \$500 to be used for books from The Dreams Foundation

Programs

- Summer Reading was very successful with 150 registrations. We came very close to beating the record number of participants from 2019! The Children's program department had some wonderful presenters from the Turtleback Zoo, Rutgers Department of Marine Biology brought us a "Sand Lab" to kick off summer reading, and an improv group visited us twice thanks to generous donations from the Friends.
- On September 21, 2022 at 11:00 a.m. a seminar hosted by Kenneth Vercammen, Esq., Chair of the American Bar Association's Elder Law Committee will be joining us for a discussion on Wills & Estates.
- The crochet club is looking for new members.
- Children's program attendance has been great and will be adding an evening storytime program.
- Teen program participation has increased, many programs are organized in response to patron requests.
- See attached calendar.

Community Outreach

- Karin will attend Back-to-School night at Faber ES and Liz at Lincoln MS.
- September is "Library Card Signup Month"

Information and Technology

- Ali from Linx8 will come back to do some additional maintenance.
- The five new hot spots have arrived and will need to be cataloged. The circulation policy should be in line with the iPad and Chromebook policies.

Staffing

- Substitute? Resolution regarding I.J.'s status (hired but didn't start)

Incident

- Marijuana incident in the children's section. Offenders left the building but proceeded to smoke on the outside library benches. The no smoking signs need to be hung up outside.

7. New Business

- Library Assistant Salaries - Executive Session
- Borough policy and procedure handbook distributed to staff and trustees for review
- The Friends of the Dunellen Public Library request approval for Marsha Arrington who owns *Green Dog Mobile Food Truck* to rent space in the library parking lot to operate her business. Trina is going to confirm with the borough that Marsha has the proper insurance and license. A three month contract will be issued initially. Approval for *Green Dog Mobile Food Truck* to operate in the library parking lot on the conditions that she provides the necessary paperwork first Trina, second Beth. **All APPROVED**

8. Old Business

- Trustee Appointments
- Full time contracts - Executive Session
- Trustee Training Hours Required by state - October 8, 2022 NJ Trustee Association virtual training
- Resolution to reserve monies in savings for a capital fund will be approved by email.

9. Committee Reports-do any of our new members want to join these committees?

- Social Media
- Budget and Finance
- Buildings and Grounds
- Policy Manual Revision Committee

10. Public Comments-None

11. Motion to close the public meeting at 8:24, first Beth, second Nat. **ALL APPROVED**

12. Executive Session - Motion to open executive session at 8:24 p.m. first Beth, second Nat. **ALL APPROVED**

13. Motion to return from executive session to regular meeting at 9:41 p.m. Beth first, Nat second. **ALL APPROVED**

14. Adjournment - Ended at 9:42 p.m. Beth first, Nat second

15. Next Board Meeting: Thursday, October 20, 2022

Respectfully submitted.

Candy Harshaney