

Dunellen Public Library Board of Trustees' Meeting Minutes  
September 14, 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:** Hana Baudendistel, Candy Harshaney, Nathan Hewette Guyton, Liz Lopez-Velez, Anthony Lowenberg, Richard Pinder, Trina Rios, Elizabeth Willoughby  
**Not Present:** Ed Ditter  
**Members of the public:** None
3. **Correspondence:** Green Dog Mobile Food Truck will continue renting parking lot space.
4. Motion to approve minutes from June 15, 2023, first Beth, second Trina. **ALL**
5. **September Financial**
  - Checking: \$5,416.22
  - Savings: \$138,094.59
  - Petty cash: N/A
  - Bills: \$1,784.55

Motion to pay September 2023 bills in the amount of \$1,784.55, first Trina, second Hana. **ALL**

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

**Building Maintenance**

- The feasibility of shed repairs is going to be determined. Exposed nails are going to be covered.

**Collection Department**

- The Friends are providing funds for the replacement of outdated and damaged materials in the biography and fairy tale section.

**Technology**

- Problems with outgoing emails from Dunellenlibrary.org continue. There are problems, pertaining to the ownership of our domain, that are preventing the library from claiming the site. Liz is working towards a solution with the help of Alex Miller so that in the future ownership is registered to more than one individual and we don't run into this problem again.
- Josue is going to conduct a technology audit with the assistance of Mike from LMXAC to make sure that all of our programs are up to date and running smoothly starting next week.
- After a power outage several of the library cameras are not working. Liz contacted New Jersey Solutions to work on the camera problems and also get a new DVR.

**Meetings/Conferences and Training**

- Beth Willoughby and Eddie Ditter have accumulated numerous training hours on behalf of the Board.

**Friends/Fundraising**

- A quarterly public meeting of the Friends of the Library is scheduled for September 28 at the library. Please try to attend if you are able to.
  - November 9 regular meeting
  - November 12 Bags and Bling

- December 3 Holiday Party
- Open Air Markets continue

### **Grants/Donations**

- Funds from the State Library have not been received. Liz spoke to Bob Keith, Director of Library Law, State Aid and Statistics in August and additional information will be required to amend our application. This is due to the change in population and Karin's departure as she is no longer our resident Professional Librarian.
- A foundation for capital investments should be started. This would be a 501 © 3 entity separate from the Friends which would be used for unrestricted funds and donations made directly to the Dunellen Public Library. The Foundation would be similar to the Friends of the Library in that it would have its own board and bylaws but would be managed by the Trustees rather than volunteers.

### **Community Outreach**

- The Children's Department will kick off the 2023 Harvest Fest again this year.
- Staff member Mackenzie Burratti will assist with outreach at back to school nights.
- The library is collaborating with the school district to expand our ESL program.

### **Programs**

- Sapore Ravioli from Middlesex is going to have a demonstration on how to make fresh mozzarella on October 17, 2023
- Summer Reading exceeded previous years records! Additional prizes are needed.
- Over 100 people have pre-registered for ESL classes. The majority are Dunellen Residents, with a few exceptions from local communities.
- Children's programs were maintained throughout the summer thanks to a combined effort from staff and Ms. Karin's planning.
- Mackenzie held craft programs for children and teens. She also assisted Liz in the implementation of a bilingual musical storytime for babies and toddlers.

### **Staffing**

- To be discussed in the Executive Session.

## **7. New Business**

- Hispanic Heritage Celebration, September 16, 2023 from 3:00-7:00 p.m. in Washington Park
- This summer there were a lot of damaged children's books returned. In lieu of paying for the replacement borrowers could perform some type of volunteer work in the library.
- Review the Policy Manual and plan to discuss with any notes at the October meeting
- All staff will receive their salary increase at the same time starting in January.
- Josues contract has to be corrected and then he will be able to sign it.
- Startup of a foundation previously discussed in Grants/Donations
- Cave Truck rental in the library lot with the same hours. The hot dog cart in the morning and Green Dog in the afternoon are renting parking lot space from the library. Cave Truck planning a Teacher Appreciation event.
- Discussion to reconsider Saturday hours before a Monday holiday
- Heidi's Cottage is potentially to be repurposed to open as a weekend Art and Vintage Bookstore. Motion for the library to have a Pop-up Bookstore with a percentage of the sales going to the business. Approved, first Beth, second Rich. **ALL**
- Our Hoopla contract allows very limited usage (only 2-books a day) for the whole library. Motion to cancel Hoopla. Approved, first Trina, second Hana. **ALL**

8. **Old Business**
  - Bystander CPR with OEM - 25 people were in attendance. The presenters were volunteers and can offer Defibrillator training.
  - Resolution to reserve monies in savings for a capital fund. Please read handouts by October Meeting to discuss.
  - Defibrillator donation from the Friends still in progress.
  
9. **Committee Reports**
  - 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** at 7:43 p.m. First Beth, Second Hana. **ALL**
  
12. Motion to return from executive session to regular meeting at 8:10 p.m. First Beth, second Nat. **ALL**
  
13. **Adjournment** at 8:10 p.m. First Beth, second Nat. **ALL**
  
14. **Next Board Meeting:** October 19, 2023

Respectfully submitted.  
Candy Harshaney