

Dunellen Public Library Board of Trustees Meeting Minutes
April 18, 2024

Call to Order

1. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, April 18, 2024. Meeting called to order by President Beth Willoughby at 7:05 p.m.

Announcement of Compliance with Open Public Meeting Law: “Notice of the time and place of this meeting was given by way of an annual meeting notice to the Courier News, mycentraljersey.com and is posted in the library.” (N.J.S.A. 10:4-6 et seq.)

2. Sunshine Law Statement: “The meeting has been advertised and will be conducted in accordance with the Sunshine Law.”

3. **Roll Call**

Present: Hana Baudendistel, Candy Harshaney, Abby Franklin, Nathan Hewette Guyton, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby

Excused: Ed Ditter, Trina Rios

Members of the public: None

4. **Correspondence:** Thank you from Mr. Ross for the April 17, 2024 Title III engagement outreach session. \$1,000 patron bequest.

5. Motion to approve minutes from March 21, 2024, first Rich, second Jonathan. **ALL**

6. **February Financial**

- Checking: \$2,655.80
- Savings: \$16,321.64
- New Savings Account: \$120,419.19
- Petty cash: \$143.24
- Bills: \$6,572.06

Motion to pay March 2024 bills in the amount of \$6,572.07, first Beth, second Jonathan. **ALL**

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

Building Maintenance

- Since the last trustee meeting the library roof was repaired by Penyak Roofing. Repairs are guaranteed if any leaks occur.

Financial

- Trustees Hana Baudendistel, Liz Lopez-Velez, Trina Rios and Beth Willoughby, met with Mayor Cilento, Chief Financial Officer Scott Olsen and Planning Board Secretary Cherron Roundtree to discuss past library employee pension, insurance, and SSI payments by the borough and the library’s financial support to begin future contributions.

Grants/Fundraising

- \$1,000 bequest received from a patron’s estate

Collection

- 250 new Spanish and bilingual books have been added to the collection

Technology

- Liz and Nicole will attend training for the new InterLibrary Loan System on April 26, 2024.
- Looking for web development volunteers

Meetings/Conferences and Training

- Liz attended LMXAC's April Directors Meeting via Zoom
- Liz attended NJSL webinar on April 18, 2024 regarding per capita state aid regulations.

Community Outreach

- On June 7, 2024, 20-volunteers from Deloitte will be participating in a community service day at the library. They will help with cleaning and enhancing our garden, installing deer fence. They have a \$1000 budget for materials.
- April 17, 2024 we hosted members of the Dunellen School District community as part of a Title III engagement outreach session. Information about library services and ESL classes was also shared.
- The Children's Department will be participating in "Spring Into Wellness" on April 21, 2024.
- Possibility of reciprocal privileges with Warren and Green Brook.

Friends/Fundraising

- The request for shades in the library has been completed. They were purchased and installed.

Programs

- Regular programs continued

8. New Business

Staffing

- Liz advertised for a new full time library assistant via Indeed and the NJLA. Liz interviewed potential candidates by phone. Will begin in person interviews the week of April 22, 2024.

9. Old Business

- Budget modifications necessitated as a result of the borough budget meeting.
- Trina's "Outdoor Mini Food Pantry" is in the final stages of approval.
- Phil George from Highland Park will submit a proposal to assist in the process of establishing a foundation. Estimated to take ten hours to complete the forms.

10. Committee Reports

- Memorandum of Agreement (MOU): Additional minor changes will be made. Meeting scheduled to finalize the Memorandum of Understanding (MOU) between the library and Friends.
- Budget & Finance
- Buildings and Grounds: Library roof was repaired as discussed under Building Maintenance

11. **Public Comments** - None

12. **Executive Session** - None

13. **Adjournment** at 8:20 p.m. First Beth, second Nat. **ALL**

14. **Next Board Meeting:** May 16, 2024

Respectfully submitted.
Candy Harshaney