

Dunellen Public Library Board of Trustees' Meeting Minutes
February 15, 2024

Call to Order

1. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, February 15, 2024. Meeting called to order by President Beth Willoughby at 7:11 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 and 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, Ed Ditter, Candy Harshaney, Nathan Hewette Guyton, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby

Not Present: Anthony Lowenberg

Members of the public: None

4. **Correspondence:** None

5. Motion to approve minutes from January 18, 2024, first Trina, second Ed. **ALL**

6. Motion to approve updated Bills to be Paid from January 2024 from \$5,195.53 to \$4,827.93, first Beth, second Nat. **ALL**

7. **February Financial**

- Checking: \$ 1,878.07
- Savings: \$144,892.45
- Petty cash: \$146.14
- Bills: \$3,274.81

Motion to pay February 2024 bills in the amount of \$3,274.81, first Rich, second Nat. **ALL**

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

Building Maintenance

- Repairs were made to the concrete around the building.
- DPW replaced interior light bulbs.
- Handles on the public bathrooms need to be replaced.
- Library Roof: Ed is going to speak to Alex Miller to discuss **replacing the whole roof** and not repairs.

Technology

- New version of "Deep Freeze" protection subscription to be installed on public computers.

Meetings/Conferences and Training

- Liz attended LMxAC Directors Meeting on February 12, 2024. The timeline to migrate to Integrated Library System (ILS) Polaris which should tentatively be completed by June 2024 was discussed.

Friends/Fundraising

- Friends Mystery Dinner was held February 10, 2024 at the American Legion.

Programs

- The Lunar New Year programs were successful.
- Trina Rios will host another “Chunky Blanket” class.
- “Pink Drink Hack” program

Community Outreach.

- Preschool visits will start again with Miss Mackenzie.
- Possibility of reciprocal privileges with Somerset County Libraries and Plainfield Library as well.
- Oral History collaboration with the Historical Society of Dunellen.
- The “Take a Coat” program at the library offering gently used clean coats for patrons and the community has been very successful.

9. New Business

- Trina will present and request the approval of the installation of an “Outdoor Mini Food Pantry” at a Dunellen Borough Council meeting.
- It is still planned to retain Phil George from Highland Park to guide us through the process of establishing a foundation. Estimated to take ten hours to complete the forms.
- Trustee Biographies have been submitted and Richard Pinder took professional photos of trustees.

10. Old Business

- Liz will submit a prioritized list of library picked purchases and programs to the Friends.
- Approval to hire a part time (15 hours week) Youth Program Coordinator. Hourly rate will be finalized after Hanah meets with Scott Olsen.

11. Committee Reports

- Budget & Finance - Hanah is waiting for staff salaries from Scott Olsen, Dunellen Chief Financial Officer and to finalize the budget.
- Buildings and Grounds - no update
- Shelving to be installed
- Roof repair - previously discussed **getting estimates for a new roof**
- Walkways & Driveway repairs - no update

12. Public Comments - None

13. Executive Session - None

14. Adjournment at 9:01 p.m. First Rich, second Ed. ALL

15. Next Board Meeting: March 21, 2024

Respectfully submitted.
Candy Harshaney