

Dunellen Public Library Board of Trustees' Meeting Minutes
January 18, 2024

Call to Order

1. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, January 18, 2024. Meeting called to order by President Beth Willoughby at 7:01 p.m.

Announcement of Compliance with Open Public Meeting Law

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, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby

Not Present: Nathan Hewette Guyton, Anthony Lowenberg

Members of the public: None

4. **Correspondence:** AED proposal from the Friends of the Dunellen Public Library
5. Motion to approve minutes from December 14, 2024, first Trina, second Beth. **ALL**

6. **November Financial**

- Checking: \$8,133.74
- Savings: \$144,100.97
- Petty cash: \$250
- Bills: \$5,195.53

Motion to pay January 2024 bills in the amount of \$5,195.53, first Beth, second Ed. **ALL**

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

Building Maintenance

- The desk that was formerly in the children's department has been moved to the meeting room. The desk will be repurposed in the meeting room as a maker space and additional work space. The library space was needed to accommodate groups of parents, children and teens who have been spending time in the children's department.
- Dunellen Public Works has been maintaining the library sidewalks and parking lot from the recent snow storms.
- Alex Miller and Liz continue to contact contractors for new roof quotes.

Collection Department

- No update

Technology

- Library minutes will be posted on the Dunellen library web site. Josue Simao demonstrated a test site and explained navigation. Two years of minutes will be posted.

Meetings/Conferences and Training

- Liz attended the LMXAC Director's Meeting on December 15, 2023.

Friends/Fundraising

- Discussed the pros and cons of the Friends purchasing or leasing a defibrillator. Decision was not to have the Friends purchase or lease a defibrillator at all. Rich liaison to the Friends will inform them of our decision.
- Friends are planning a Mystery Dinner scheduled for February 10, 2024 at the American Legion.

Grants/Donations

- The NJ American Water Diversity and Equity Grant grant for \$2,500 grant has to be spent for programming by the end of January.
- Mrs. Pamela Zupko donated \$200 to the library.

Programs

- Trina Rios will host another “Chunky Blanket” class and possibly a class for previous participants to finish their blanket.
- Story Time programs have been increased to accommodate working families.
 - Tuesday evening programs at 5:15 p.m.
 - Thursday morning at 10:30 a.m.
 - Once a month Saturday morning program at 11:00 a.m. which will be held once a month to begin with.
- Monthly library special programs have been successful and will continue for 2024.

Community Outreach.

- No update

8. New Business

- Library staff is currently creating a calendar of special programs and cultural celebrations. Liz will share potential events with the Trustees.
- New part-time Youth Program Coordinator position to be determined in mid-February after the budget is finalized.
- NJLA Conference: Breaking Barriers: Inclusive Collaboration May 29-31, 2024 at Harrah's in Atlantic City.
- As discussed in Technology, Josue reviewed a draft of the Minutes page on the web site.
- Trina recommended the building and installation of a Mini-Pantry outside the library for residents who have an immediate food need. Trina will provide more details at the February 2024 meeting.
- Trina suggested the availability of a small “Take a Coat” rack of gently used clean coats for patrons and residents of all ages who need a coat. The rack would be set up inside the library by the flag in the used book sale section.

9. Old Business

- Resolution to establish a capital improvement foundation, earmark funds for capital improvement. Liz will follow-up with Phil George from Highland Park to be retained to guide us through the process.
- Friends of the DPL
 - As discussed in Friends/Fundraising the Trustees voted not to have the Friends purchase or lease an AED.
 - The Friends developed a Google Form for Liz to submit requests in writing. Josue gave a demonstration of the draft form. Building improvements not permitted.
 - January 29, 2024 meeting scheduled with Hana, Nat, Friends and Alex Miller to finalize the Memorandum of Understanding (MOU) between the library and Friends.
- Change to 2024 Board Meeting Dates of the Dunellen Public Library Trustees
 - September 5 to September 12, 2024
- Change to 2024 Library Holiday Closings

- Juneteenth - Wednesday, June 19 - to Thursday, June 20, 2024

10. Committee Reports

- Budget & Finance - Hanah will meet with Scott Olsen, Dunellen Chief Financial Officer 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

11. **Public Comments** - None

12. **Executive Session** - None

13. **Adjournment** at 8:15 p.m. First Hanah, second Beth. **ALL**

14. **Next Board Meeting:** February 15, 2024

Respectfully submitted.

Candy Harshaney