

Dunellen Public Library Board of Trustees Meeting Minutes
June 13, 2024

Call to Order

1. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, June 13, 2024. Meeting called to order by President Beth Willoughby at 7:00 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, Nathan Hewette Guyton, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby

Excused: Ed Ditter, Abby Franklin

Members of the public: None

4. Interview with Nicole Rodriguez for Principal Library Assistant position.

5. **Correspondence:** None

6. Motion to approve minutes from May 16, 2024, first Rich, second Nate. **ALL**

7. **May Financial**

- Checking: \$1,855.98
- Savings: \$9,720.20
- New Savings Account: \$136,040.43
- Petty cash: Not Available
- Bills: \$2,248.78

Motion to pay May 2024 bills in the amount of \$2,248.78. First Trina, second Hana. **ALL**

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

Building Maintenance

- The area of the library roof that was repaired in April is leaking again. When it rained on May 27, 2024 it confirmed that the ceiling was leaking. The leak was filmed and forwarded to Alex Miller.
- The Deloitte garden project was completed and exceeded expectations. Volunteers cleaned the area, planted vegetables in the raised garden beds and installed a deer fence.

Financial

- Submit request for third quarter disbursement from the Borough.

Grants/Fundraising

- Liz attended a meeting with the Middlesex County Arts Commission regarding grant opportunities and available funds for libraries. The county initiative is to support the increase of library accessibility and ADA compliance.
- Jake Tunison requested to use a space in the parking lot to sell coffee early in the morning when the library is closed and would not interfere with patron parking. Rental fee \$40 a month for one space.

Collection

- Additions to the Summer Reading collection to include Spanish titles which was made possible by the Blue Foundry Grant.

Technology

- Polaris, the new integrated library system (ILS), went live on June 13, 2024. The transition went smoothly. Thank you to the library staff to make that possible.
- Liz will schedule the repair of the drum roller on the HP LaserJet Printer M251nw. Repair quote received is \$350, parts and labor.

Meetings/Conferences and Training

- Liz and Nicole attended the New Jersey Library Association (NJLA) Conference May 29-31, 2024 at Harrah's in Atlantic City. Nicole attended Thursday, May 30 and Friday, May 31; Liz attended Wednesday, May 29, Thursday, May 30 and Friday, May 31.
- Reciprocal borrowing agreement with Dunellen and the Somerset County Library System (SCLS) was announced at the NJLA Conference.

Community Outreach

- Liz is continuing to work with Tim Howard from the Dunellen Recreation Department to show movies at Washington Park. *Wonka* is scheduled for July 12, 2024. The \$150 cost will be split with the recreation department.
- Preschool visits have continued and been successful.

Programs

- Planning the 2024 Summer Reading Program and will seek funding from the Friends.

9. New Business

- Motion to approve the employment of Nicole Rodriguez for Principal Library Assistant position, (\$25/hour), First Rich, Second Nate. **ALL**
- Motion to pay summer bills. First Rich, second Nate. **ALL**
- Somerset County Library System Reciprocity with Green Brook Resolution - Liz will modify and share by email.
- Research alternative timesheet software. Borough is using ADP. Liz will research this summer.
- Board will revisit the *Library Strategic Plan* that was developed in 2019. Beth will share the document.

9. **Old Business**

- Budget modified by adjusting planned spending and planned funding of 1/3 mill, state aid and grants. First Trina, second Jonathan. **ALL**
- Mini Pantry Update - Pantry cabinet plans to John Shimko to begin planning and building the pantry. Potential food donations include St. Francis church in Dunellen and residents to have a steady supply of food. Potential vegetable donations from the Library Garden will also be offered. Food Pantry Dedication scheduled for September.
- Clarification of the Rotary Club Membership for the library is needed. Annual membership is \$300. The Dunellen-Green Brook Rotary Club celebrating their 100th Anniversary June 28, 2024.
- Website Development - Trustee Pictures and Biographies needed.

10. **Committee Reports**

- Budget and Finance - updates to the budget included and approved under Old Business
- Buildings and Grounds - Central Jersey Waterproofing to repair the steps
- MOU has to be updated and signed. Friends have not signed it yet. Beth will email Alex to get assistance in obtaining the Friends signature.
- Technology - Technology Committee will schedule to meet
- Friends update - Rich attended the Friends meeting and reported on activities and expenditures
- Friends will look for a new Library liaison
- Foundation Update - Phil George has been unavailable to meet to assist in the development of the Foundation. Trustee Nathan Hewette Guyton researched available resources and bylaw samples to form the foundation.

11. **Public Comments** - None

12. Motion to end regular meeting at 8:00 p.m., First Rich, second Nate. **ALL**

13. Motion to go into Executive Session at 8:00 p.m. First Rich, Second Nate. **ALL**

14. Motion to return from Executive Session to regular meeting at 8:25 p.m. First John, second Nate. **ALL**

15. **Adjournment** at 8:30 p.m. First Rich, second Nate. **ALL**

16. **Next Board Meeting:** September 12, 2024

Respectfully submitted.
Candy Harshaney