

Dunellen Public Library Board of Trustees Meeting Minutes
March 21, 2024

Call to Order

1. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, March 21, 2024. Meeting called to order by President Beth Willoughby at 7:20 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, Candy Harshaney, Abby Franklin, Nathan Hewette Guyton, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby

Excused: Ed Ditter

Trustee Resignation: Anthony Lowenberg (Superintendent’s Liaison)

New Trustee: Abby Franklin (Superintendent’s Liaison)

Members of the public: None

4. **Correspondence:** The annual trustee letter from the New Jersey State Library was distributed.

5. Motion to approve minutes from February 15, 2024, 2024, first Rich, second Nat. **ALL**

6. **February Financial**

- Checking: \$3,106.70
- Savings: \$20,837.75
- New Savings Account: \$120,000
- Petty cash: \$214.85
- Bills: \$6,605.45

Motion to pay February 2024 bills in the amount of \$6,605.45, first Trina, second Nat. **ALL**

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

Building Maintenance

- Additional repairs were made to the concrete around the building. The bib at the end of the ramp still needs to be repaired.
- DPW was unable to purchase additional light bulbs for the library. Liz ordered bulbs from ULINE and an electrician quote was requested to replace the bulbs.
- Handles on the public bathrooms were replaced.
- Additional shelving was installed in the used book area.
- Waiting for new roof estimates

Financial

- Discussion with the borough is to be had regarding the library’s history and ability to maintain its flat budget in spite of past, present and future inflation.

Grants/Fundraising

- A \$100 donation was received for the Children’s Programs.

Collection

- All of the books and Audiobooks on the stacks have been moved. This project, led by Josue Simao with assistance from Jaxon Rios and additional circulation team members, afforded us the opportunity to maximize shelf space and reorganize the collection in a manner that will hopefully increase circulation.
 - Moving the books afforded us the opportunity to clean the shelves and remove badly damaged material to be weeded or replaced.
 - Adult Fiction was moved two rows back to make room for Young Adult which now transitions from the last Children's section stacks to the larger regular collection. This will create a space for the Graphic Novels to be featured in a highly visible area that bridges the transition from Young Adult to Adult.
 - The books in the children's department will be moved to create featured spaces for new Spanish and multi language books. Board books and early readers will be moved to the shelves on the opposite side of the public computers bringing them to eye level of the little patrons who will enjoy them.
 - The Large Print section was moved and redistributed amongst the appropriate sections. This will allow patrons to find large print books without going into the large print section specifically.
- Spanish language books acquired as part of the Blue Foundry Bank donation have started to arrive.

Technology

- A new InterLibrary Loan System, Polaris, will be used by LMXAC starting in June. There will need to be a lot of staff training, which may require us to be closed to the public at some times.

Meetings/Conferences and Training

- Liz attended the Raritan Valley Federation Libraries (RVFL) meeting and was voted in as their Vice-President.

Community Outreach

- On June 7, 2024, 20-volunteers from Deloitte will be participating in a community service day at the library. They would like to help us clean up and enhance our garden. They have a \$1000 budget for plants and planter boxes.
 - This will require the participation of the Friends as they must partner with a 501(c) 3. The patron coordinating this is waiting to hear back from the Friends.
- On April 17, 2024 we will host members of our Dunellen School District community as part of a Title III engagement outreach session. We will share information about library services and ESL classes.
- Multiple school visits to the library have been planned for the spring.
- Possibility of reciprocal privileges with Somerset County Libraries.
- The Children's Department will be participating in "Spring Into Wellness" on April 21, 2024.

Programs

- On Saturday, March 23, 2023 we will celebrate HOLI! There will be story time, crafts, and weather permitting we will throw the powdered color!

Staffing

- Librarian, Josue Simao submitted his resignation..
- Employment of Jessie Johnson, Programs (\$19/hour 15-hours week), First Beth, Second Trina. **ALL**
- Employment of Lara Perez Curran (\$23/hour 1-day Saturdays), first Nate, Second Rich. **ALL**
- Liz will advertise for a new full time librarian for Josue Simao's replacement.

8. **New Business**
 - **Establishment of a HR Committee** - Trustees Nathan Hewette Guyton, Richard Pinder and Trina Rios volunteered to be on the committee
 - New ILL system coming in June

9. **Old Business**
 - Trina presented the request for approval of an “Outdoor Mini Food Pantry” at a Dunellen Borough Council meeting. William Robertson, municipal attorney is looking at the Policy, Procedures and Bylaws for guidance on the installation of a food pantry.
 - 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.
 - New Trustee Abby Franklin will provide her own photo for the web site.

10. **Committee Reports**
 - Memorandum of Agreement (MOU): Additional minor changes have to be made
 - Budget & Finance - 2024 Budget will be approved via email
 - Buildings and Grounds - no update
 - Roof repair - previously discussed **getting estimates for a new roof**
 - Walkways & Driveway repairs - discussed under Building Maintenance

11. **Public Comments** - None

12. **Executive Session** at 8:22 p.m. First Rich, Second Nat. **ALL**

13. Motion to return from Executive Session to regular meeting at 8:30 p.m. First Rich, second Nat. **ALL**

14. **Adjournment** at 8:40 p.m. First Rich, second Ed. **ALL**

15. **Next Board Meeting:** April 18, 2024

Respectfully submitted.
Candy Harshaney