

Dunellen Public Library Board of Trustees Meeting Minutes  
May 16, 2024

Call to Order

1. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, May 16, 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, 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, Richard Pinder (via Zoom), Trina Rios, Elizabeth Willoughby

**Excused:** Abby Franklin, Jonathan Manari

**Members of the public:** None

4. **Correspondence:** None

5. Motion to approve minutes from April 18, 2024, first Trina, second Hana. **ALL**

6. **May Financial**

- Checking: \$2,344.48
- Savings: \$9,718.36
- New Savings Account: \$132,229.43
- Petty cash: \$250
- Bills: \$5,192.98

Motion to pay April 2024 bills in the amount of \$5,192.98. Included a 2023 LMxAC quarterly payment. First Trina, second Nat. **ALL**

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

**Building Maintenance**

- No new developments

**Financial**

- Second quarterly disbursement was submitted in April via email (per Debbie) but not processed. I submitted paperwork earlier this week and signed a purchase order.

**Grants/Fundraising**

- Met with Jalessa from Blue Foundry to give an update on the acquisition of the Spanish language books they funded. The funds would be available again for 2024 but a 501(c)3 non profit is required to accept the funds.
- A thank you note was sent for the previously received \$1,000 patron bequest.

## **Collection**

- New acquisitions paused because of Polaris migration.

## **Technology**

- Migration of Polaris, the new integrated library system (ILS), is underway. Polaris training webinars are offered during the day and not convenient for staff to attend. Laurie is taking detailed notes to share with staff. Nicole also attended training and documented the training in a Powerpoint she is sharing with staff as well.

During the upgrade from June 3-12, 2024 a temporary offline system will be run. During the upgrade, new cards cannot be issued, materials can't be returned, and holds cannot be placed. During this time patrons are asked not to return materials until June 20. But they will be accepted if returns are made.

Recorded training sessions are also available to view.

- Quote received regarding printing services for a commercial printer/copier. Technology committee will discuss further before the purchase of a commercial printer is made.
- Poor print quality on the main public HP LaserJet Printer M251nw. Repair quote received is for \$350, parts and labor to replace the roller. Approval for Liz to proceed with the repair.

## **Meetings/Conferences and Training**

- Liz and Nicole will attend the New Jersey Library Association (NJLA) Conference May 29- 31, 2024 at Harrah's in Atlantic City. Nicole will attend Thursday, May 30; Liz will attend Thursday May 30 and Friday May 31.
- Liz will attend the LMxAC's director's meeting May 17, 2024 at Monroe Township Library.

## **Community Outreach**

- Collaboration with Tim Howard from Dunellen Recreation Department to show movies at Washington Park. Liz priced three movies/\$450 from Swank Motion Pictures. Suggested movies are Elemental, Aladdin and Wonka. Further discussion with Tim regarding the shared amount of work needed to bring this project to the community. To cover rental costs, possibly sell refreshments.
- Preschool visits will occur this May 2024.

## **Programs**

- Regular programs continued

## **8. New Business**

- Liz interviewed and screened potential candidates for the Principal Library Assistant position. The Human Resources committee will meet Monday, May 20, 2024 at 4:30 p.m.
- Polaris Migration - previously discussed under Technology
- Dunellen Library Foundation committee members have been established. Members currently include Nathan Hewette Guyton lead, along with Beth Willoughby and Trina Rios. Nathan is going to contact Phil George to start the submission of the proposal. Recommendation of additional and viable foundation members is welcomed.

- The Dunellen-Green Brook Rotary Club invited Liz to become an active member. Beth is going to speak to member Nancy Nagengast from Provident Bank regarding membership costs.
- Programming stipend approved for Liz Lopez-Velez in the absence of the library assistant.
- Suggestion to assign a staff member to send out the trustee meeting agenda.

**9. Old Business**

- Budget modifications necessitated as a result of the borough budget meeting. - Liz is going to share her budget comparison analysis with the trustees for review.
- Trina’s “Mini Pantry” project has been approved by the borough. Mr. Shimko from Dunellen High School and volunteers have been enlisted to help build the pantry. The pantry will be installed on New Market Road near the flagpole which will be visible from Liz’s office. The dedication of the pantry will take place in August.
- 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. Nat is going to reach out to Phil to start the process. Bob Belvin from NJLA will share his foundation expertise as well.
- 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. Liz will not be available that day to oversee the project at the library. Trina will periodically check-in on project progress.
- Website Development - Trustee Pictures and Biographies. One additional trustee biography is needed.

**10. Committee Reports**

- Memorandum of Agreement (MOU): Waiting for modifications from Alex Miller and Cherron Roundtree for the (MOU) between the library and Friends.
- Budget and Finance - budget will again be addressed after reviewing Liz’s document.

**11. Public Comments - None**

12. Motion to end regular meeting at 8:25, First Trina, second Nat. **ALL**

13. Motion to go into Executive Session at 8:25 p.m. First Beth, Second Nat. **ALL**

14. Motion to return from Executive Session to regular meeting at 8:35 p.m. First Nat, second Ed. **ALL**

15. **Adjournment** at 8:51 p.m. First Trina, second Nat. **ALL**

16. **Next Board Meeting:** June 20, 2024

Respectfully submitted.  
Candy Harshaney