

Dunellen Public Library Board of Trustees Meeting Agenda
April 14, 2022

1. Call to order and Sunshine Law Statement: “The meeting has been advertised and will be conducted in accordance with the Sunshine Law.”

Trustee Nathan Hewette Guyton called the meeting to order at 7:00 p.m.

2. **Roll call**

Present at the library: Nathan Hewette Guyton, Liz Lopez-Velez

Zoom: Hana Baudendistel, Ed Ditter, Richard Pinder

Excused: Candy Harshaney, Anthony Lowenberg, Trina Rios, Elizabeth Willoughby

Athelia Vigilante - has to submit her Trustee resignation

We do not have a quorum of voting members to conduct business for this meeting. Therefore, Liz will email all Trustees to vote on motions.

3. **Correspondence** - NONE

4. Motion to **approve Minutes from March 17, 2022** will be made by email.

5. **Financial**

- Checking \$1,0371.10
- Savings \$125,241.22
- Petty cash \$250.00
- Bills to be paid: \$4,893.80

A motion to pay the bills in the amount of \$4,893.80 will be approved via email

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

Building Maintenance

- Scalzo rescheduled carpet cleaning.
- Redecorating the children’s section is a work in progress please check it out.
- We would like to decorate the meeting room with a summer reading theme.

Collection Department

- Classics, and books in poor condition need to be replaced.
- A patron has offered to sponsor a collection of Banned Books.

Meetings/Conferences and Training

- The NJLA conference is coming up June 1 & 2, 2022 at Harrah’s Resort Atlantic City Hotel & Casino.

Friends/Fundraising

- The Next Open Air Market is on May 1.

Grants/Donations

- We are trying to acquire hot spots to circulate with the iPads.

Programs

- Earth Day Celebration - April 22, 2022
- Mother's Day Drop-In Craft - May 3, 2022
- Takumi Workshop - May 7, 2022
- The Life Cycle of a Butterfly - May 10, 2022
- Outdoor Storytime at the American Legion - May 13, 2022
- SNAP Application Assistance with CFBNJ - May 11 & 17, 2022

Community Outreach

- The Dunellen Arts and Culture Commission would like to use the meeting room for five weeks for their summer art camp. The camp would meet from 10:30am to 12:30pm. We have discussed this as a team and there do not appear to be any conflicts. DACC will run the camp, with no less than two counselors who will undergo background checks.
- Children's Librarian Karin Roslund is working with local pre-schools.
- Fine forgiveness vouchers are being distributed in the schools in advance of Summer Reading.

Information and Technology

- iPad Policy discussed in Old Business

Staffing

- Will be discussed in Executive Session at the next meeting.

7. New Business

- None

8. Old Business

- Trustee Appointments
- Full time contracts
- Mask Policy
- NJLA Conference in June
- iPad circulation policy - Liz reviewed with trustees. Update fee for damaged and/or lost equipment which will be approved via email. Liz will share a draft of the contract when complete.
- Personnel Policy Manual - Hanah reviewed the manual. Hanah, Beth, Nat and Liz will set up a call to discuss. Trustees can review online or Liz has also printed out copies for trustees which will be available at the library for pickup.

9. **Committee Reports**-do any of our new members want to join these committees?

- Social Media
- Budget and Finance
- Buildings and Grounds
- Policy Manual Revision Committee

10. **Public Comments** - None

11. **Adjournment** - Ended at 7:17 p.m. Nathan first, Rich second

12. **Next Board Meeting:** Thursday, May 19, 2022

Respectfully submitted.

Candy Harshaney