

Dunellen Public Library Board of Trustees' Meeting Minutes
April 20, 2023

1. Call to order and Sunshine Law Statement: "The meeting has been advertised and will be conducted in accordance with the Sunshine Law."
2. **Roll Call**
Present: Hana Baudendistel, Candy Harshaney, Liz Lopez-Velez, Richard Pinder, Trina Rios, Elizabeth Willoughby
Not Present: Ed Ditter, Nathan Hewette Guyton, Anthony Lowenberg,

President Beth Willoughby called the meeting to order at 7:10 p.m.

3. **Correspondence** – None
4. Motion to approve minutes from March 16, 2023 will be approved by email.
5. **Financial**
 - Checking: \$7,622.87
 - Savings: \$114,541.98
 - Petty cash: \$16.25
 - Bills: \$6,735.35

Motion to pay the bills in the amount of \$6,735.35 will be approved by email.

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

Building Maintenance

- Waiting on DPW to remove the shelves

Collection Development

- No news.
- Out of Town Cards - revisit and discuss to potentially have patrons use the library and get involved with the Friends.

Technology

- Optimum visited and repaired phone lines. There continues to be problems and Liz is going to call them to come back out.

Meetings/Conferences and Training

- Virtual Programming Conference in April - Liz, Karin, Josue may potentially attend.
- On April 26, 2023 there is a free Small Libraries Mini Conference in Princeton that Liz plans to attend.
- Library Staff Meeting scheduled for April 20, 2023. Liz may switch to quarterly meetings since mini-meetings are frequently held.

Friends/Fundraising

- The Friends next regular meeting is scheduled for April 27, 2023 at the library.
- May 7, 2023 opening day for the open air market.
- Additional 2023 dates include:

- September 28 regular meeting
- November 9 regular meeting
- November 12 Bags and Bling
- December 3 Holiday Party

Grants/Donations

- A \$500 donation was received from a patron. The donation was deposited in the savings account. Liz surveying staff for ideas on how to best use the donation.
- The final payment for the county grant came this month.

Programs

- The glow party was a huge success. A lot of positive comments from parents.
- “Movies in the Park” will begin again.
- Liz spoke to Zupkos about a potential movie fundraiser at the Dunellen Theater.
- On May 20, 2023 a special program, “The Bees Knees” with the Somerset EEC will take place at 11:00 a.m.
- Karin is looking into getting a Petting Zoo.
- On June 10, 2023 the library will be hosting a “Touch a Truck” event along with other organizations in town..

Staffing

- Resolution completed to officially release Ariel Johnson and Lara Perez-Curran from employment.

7. New Business

- Out of Town Cards - revisit to have patrons use the library and get involved with the Friends.

8. Old

- Adding to the Dunellen Schools the library form for all students starting in September Liz Suggested doing online.
- Resolution to reserve monies in savings for a capital fund.
- Defibrillator donation from the Friends

9. Committee Reports - No update

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

10. Public Comments - None

11. Executive Session - None

12. Adjournment at 7:40 p.m., first Beth, second Rich. ALL

13. Next Board Meeting: May 18, 2023

Respectfully submitted.

Candy Harshaney