

Dunellen Public Library Board of Trustees Meeting Agenda
February 17, 2022

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

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

2. **Roll call**

Present at the library: Hana Baudendistel, Ed Ditter, Candy Harshaney, Nathan Hewette Guyton, Liz, Lopez-Velez, Trina Rios

Zoom: Richard Pinder, Elizabeth Willoughby

Excused: Anthony Lowenberg, Athelia Vigilante - has to submit her Trustee resignation

3. **Correspondence-**

- Grant Award letter from Middlesex County Department of Business Innovations, Education & Opportunity
- New Jersey Health Connect iPad donation for patron use

4. Motion to approve the meeting minutes from January 20, 2022, first Trina, second Hana
All APPROVED

5. **Financial**

- Checking \$5,947.91
- Savings \$134,918.49
- Petty cash \$15.20
- Bills to be paid: \$3,411.53

A motion to pay the bills in the amount of \$3,411.53 first Hana, second Beth
All APPROVED

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

Building Maintenance

- HVAC repair is scheduled for Wednesday, February 23, 2022.
- Carpets will be cleaned on Friday, April 15, 2022.
- Shingles are missing from the shed and it is causing damage/leaks
- Met with Trustee Ditter regarding some modifications to outdoor spaces to make them more usable for outdoor programs.
- Discussion to purchase an air purifier for the meeting room (Schwartz Grant Funding)
- We will be redecorating and reorganizing the children’s section and would very much welcome assistance.

Collection Department

- To improve the circulation of Young Adult materials, Children's Librarian Karin Roslund has worked with the rest of the staff to relocate materials in spaces that would provide easier access and greater visibility. The Young Adult Collection will now be located in the area that was once the Children's Used Book Sale area, which will now be stored in the area where the Young Adults books were.
- Magazines will also be relocated for greater visibility.
- Meeting minutes and borough binders will now be located along the far wall.

Meetings/Conferences and Training

- Staff continues to utilize webinars for professional development.

Friends/Fundraising

- The Chocolate Strawberry Fundraiser Raised \$625. They made 66 boxes of chocolate-covered strawberries!!!
- The next fundraiser will be an in-house raffle.
- The Friends of the Dunellen Public Library Farmers' Market opening day is Sunday, April 10, 2022, at their new venue in Washington Park.
- The Friend's next meeting in March is TBD - Please consider attending and please consider volunteering for one of the Sunday markets.

Grants/Donations

- A grant application for the Dollar Tree Foundation in collaboration with the Middlesex County College was submitted that would allow us to offer an ESL class, as opposed to the conversation cafe we currently offer.
- The library was awarded a \$2,875 grant to continue cultural programming from the county.
- iPads will be arriving from the NJ Health Connect program, we should adopt a policy for their circulation and use.
- A grant committee could allow us to broaden the scope of the grants we apply for and increase grant funding.

Programs

- CHILDREN'S: Virtual storytime videos are being submitted by community leaders and staff to be premiered throughout the year. Sydney McLaughlin and Congresswoman Bonnie Watson Coleman have agreed to film for us but we have not received them yet. Videos will be uploaded to the library's YouTube page and premiered at appropriate times of the year. Trustees are invited to participate and nominate others to submit videos.
- Board of Education member Faith Thompson presented a Lunar New Year Storytime and craft as an in-person activity.

- The grassy outdoor area at the American Legion is available for us to use for storytime and will be utilized for outdoor programs in the Spring.
- TEENS: Gaming clubs have been very popular. We are looking to add a second Dungeons & Dragons campaign. The Anime Club is meeting every Friday, in person.
- We will be offering a college resource program (virtual) for families with high school students.
- Adult programs will host a first-time home buyers program in March that will be virtual and in person.
- Crochet Club and Book Club are meeting in person regularly.
- The ESL Conversation Cafe is being facilitated by Library Assistant Lara Perez-Curran. Additional funding is necessary to continue to offer this program, which is the most widely requested program.
- On Thursday, February 24, 2022, the library will host an after-hours event featuring a Jazz Trio.

Community Outreach

- Middlesex County and OEM established a Covid vaccine clinic at the library this past month.
- Children/Teen programs will collaborate with DACC (Dunellen Arts & Culture Commission) to host a miniature art show. Submissions in the form of media limited to 10x10 inches will be collected throughout March and will be featured at an opening reception towards the end of the month, the date and time will be determined at a later date.
- A representative from Elijah's Promise will be at the library the week of February 22, 2022 to assist individuals with the process of applying for SNAP benefits.
- It may be beneficial to explore the possibility of acquiring a grant to have a social worker available occasionally. We are encountering many individuals seeking assistance that begins as reference questions but shifts to something that is beyond the scope of what we can provide or are trained to respond to. Staff are working to compile information and resources and identify local organizations that are better suited to assist in this area. Mayor's representative Councilwoman Trina Rios has been very helpful in this area.

Information and Technology

- Computer proposals from Linx8 to be reviewed
- There is a significant need in our community for additional internet access for virtual meetings. If we were able to circulate hot spots it would be very helpful for many patrons, especially when used with the iPads we will have available for telehealth appointments.
- With the absence of available public phones, we have seen an increase in requests to use our phone. Having a phone available as a resource may be helpful to some of our patrons.

Staffing

- Within the next 4-months, it's anticipated that **three staff members will be leaving for school or full-time employment.**

Legal

- OPRA requests will be forwarded to the attorney.

7. New Business

- New computers at the Circulation Desk

8. Old Business

- Trustee Appointments
- Full-time contracts
- HVAC repair is scheduled for the end of February 2022.

9. Committee Reports

Trustee committee opportunities

- Social Media-None
- Budget and Finance-budget was approved by email.
- Buildings and Grounds
- Policy Manual Revision Committee - updates to the manual are in the shared drive.

10. Public Comments

11. Motion to close the public meeting at 7:36, Beth first, second Trina. **ALL APPROVED**

12. **Executive Session** - Motion to open executive session at 7:36 p.m. first Beth, second Richard. **ALL APPROVED**

13. Motion to return from executive session to regular meeting at 7:53 p.m. 7:53 Hana first, Eddie second. **ALL APPROVED**

14. **Adjournment** - Ended at 7:53 p.m. Nathan first, Beth second

15. **Next Board Meeting:** Thursday, March 17, 2022

Respectfully submitted.

Candy Harshaney