

**Dunellen Public Library Board of Trustees Meeting Minutes**  
**January 19, 2023**

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 7:07 p.m.

2. **Roll call**

**Present:** Hana Baudendistel, Ed Ditter, Candy Harshaney, Anthony Lowenberg, Richard Pinder, Liz Lopez-Velez, Trina Rios, Elizabeth Willoughby

**Not present:** Nathan Hewette Guyton

3. **Correspondence**

Invoice from auditors PFK O’Connor Davies

4. Approval of December 15, 2022 minutes. First Trina, second Rich. **ALL APPROVED**

5. **Financial**

- Checking: \$21,080.91
- Savings: \$129,307.80
- Petty cash: \$250.00
- Bills: \$8,920.26

Motion to pay the bills in the amount of \$8,920.26, first Trina, second Ed.

**All Approved**

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

**Building Maintenance**

- The ceiling leak by the patron tables has not been repaired yet. The roofer prefers to work when the library is closed.
- Electrical work is being organized by the Dunellen DPW. New balusters are needed in the stacks.

**Collection Development**

- Increased Hoopla spending is favored over physical audiobooks for 2023. The audiobook collection will be the next weeding project.

**Meetings/Conferences and Training**

- A date will be chosen in the next few months to hold in-house trainings for staff.

**Friends/Fundraising**

- The Friends of the Dunellen Public Library’s annual Valentine’s Day chocolate strawberry sale will take place next month. Pre-ordering required. They are also going to have raffle baskets.

## **Grants/Donations**

- Tentative “Humanities Grant”

## **Programs**

- Plans to focus on Adult Programs in 2023.
- After group discussion, it was decided not to allow the DACC to use the meeting room for their Summer Art Camp.
- Julie Grof from the borough is creating an annual schedule of major events by Dunellen organizations which is due by February 3, 2023 and will be included in the Borough events publication.
- Liz met with a representative from Middlesex College, to expand the ESL program. We are seeking funds to implement a proper ESL class, as opposed to the conversation cafe. The Friends have raised \$500 for the expanded program.
- “Love Your Library” craft program will be held on February 15, 2023 from 6:00 - 8:00 p.m.

## **Staffing**

- No new developments to report.

## **Information and Technology**

- Computers are back online. The next step in the process will be to upgrade phones and possibly cameras/DVR equipment.
- The camera company sent out technicians to review our DVR because we were having issues with the playback feature. It was discovered that the camera in the children’s stacks is not operational and needs to be addressed.
- When the children’s camera repair is scheduled the repair company will also organize the computer network wires. There is also room for an additional camera.

## **7. New Business**

- The mayor, Jason Cilento, is requesting volunteers and staff to participate in a “Sustainable Jersey’s Technical Assistance for Advancing Equity Pilot” program. Dunellen is the recipient of the grant to help develop a Community Equity and Diversity Profile. The goal of the technical assistance grant will be to get a better understanding of vulnerable communities in Dunellen and how the Borough may better meet communication needs, as well as build a municipal strategy plan.
- Trustees Beth Willoughby and Anthony Lowenberg volunteered. Liz will recommend a circulation staff member to participate as well.

## **8. Old Business**

- Liz distributed a packet of guidelines to reserve monies in savings for a capital fund.
- Motion to accept the donation of a defibrillator from the Friends of the Dunellen Library. Staff will be appropriately trained. First Beth, second Eddy. **ALL APPROVED**

**9. Committee Reports**

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

**10. Public Comments-None**

**11. Executive Session-None**

**12. Adjournment at 7:39 p.m., first Beth, second Trina. ALL APPROVED**

**13. Next Board Meeting:** Thursday, February 16, 2023

Respectfully submitted.

Candy Harshaney