

**Dunellen Public Library Board of Trustees Meeting Minutes  
June 16, 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 7:03 p.m.

2. **Roll call**

**Present at the library:** Hana Baudendistel, Ed Ditter, Candy Harshaney, Liz Lopez-Velez, Trina Rios, Larry Roibal, Elizabeth Willoughby

**Zoom:** Richard Pinder

**Not Present:** Nathan Hewette Guyton

**Correspondence** - Police Reports and Fire Inspection

3. Welcome to our new representative - Lawrence Roibal, Superintendent of School’s Representative
4. Motion to approve the meeting Minutes from May 19, 2022, first Hana, second Ed  
**All APPROVED**
5. Motion to approve the following revised “Bills to be paid amounts.” First Trina, second Beth  
**ALL APPROVED**

	<b>Original Approval Amount</b>	<b>Correct Amount</b>
<b>April Bills to be paid</b>	\$4,893.80	\$8,762.23
<b>May Bills to be paid</b>	\$6,116.35	\$6,385.97

6. **Financial**

- Checking \$3,900.42
- Savings \$161,644.49
- Petty cash \$134.15
- Bills to be paid: \$4,716.59

A motion to pay the bills in the amount of \$4,716.59 first Trina, second Ed

**All APPROVED**

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

**Building Maintenance**

- Door to break room needs adjustment
- Friends are paying for the plexiglass for the windows. Viola getting quotes for window repairs.

- Fire Marshall approved the work that was done
- Waiting for roof repair quotes-Ed is going to coordinate the roof repairs. He will contact a roofer to get an estimate the repair
- Eddie recommended that the air filters be replaced.

### **Collection Department**

- Classics, and books in poor condition need to be replaced. - In progress.

### **Meetings/Conferences and Training**

- Karin, Liz, Beth & Trina attended the NJLA conference June 1 & 2, 2022 at Harrah's Resort Atlantic City Hotel & Casino.

### **Friends/Fundraising**

- Dunellen Open-Air Market Sunday, June 19, 2022, Father's Day
- Computer upgrade underway
- Friends to purchase hot spots

### **Grants/Donations**

- No New News - Additional volunteers in this area would be great. Provident Foundation Application needs to be started. Workforce 55 candidates

### **Programs**

- Pride Month Celebration - June 18
- Smarts & Crafts - June 21
- Rutgers Marine & Coastal Education Team: Rutgers students and professors teaching hands-on science labs. One program scheduled for June 24
- Stage a Story: Improvisation - July 11
- Turtle Back Zoo at the Library - July 27

### **Summer Reading**

- ReadSquared Ocean of Possibilities - Children, teens and adults can sign up and log their summer reading progress
- Summer Reading Kickoff - June 24th

### **Community Outreach**

- We should consider having a presence at Music in the Park

### **Information and Technology**

- Firewall situation resolved and therefore does not have to be replaced. LMXAC had the passwords and will provide support for a year.

## **Staffing**

- Alana and Ariel graduated and this is their last month
- Josue Simao's hours will increase to approximately 24 hours week
- Additional staff is needed
- New volunteer Izzy Johnson

## **8. New Business**

- No new incidents of inappropriate situations
- See correspondence
- DACC CAMP-they are paying for the program and meeting
- New Hires
- Trustee Training Hours Required by state
- Resolution to reserve monies in savings for a capital fund to finance buildings & grounds projects
- Approve to pay bills over the summer Trina first, Ed second. **ALL APPROVED**
- Summer meetings only in the event of an emergency

## **8. Old Business**

- Trustee Appointments - need candidates
- Full time contracts - to be discussed in Exexutive Session
- Hot-Spot circulation policy to be created similiar to iPad circulation policy
- 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.

## **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 - Hana is going to share the manual in a Word format for reeviw.

## **10. Public Comments**

**11.** Motion to close the public meeting at 7:40, first Beth, second Trina. **ALL APPROVED**

**12. Executive Session** - Motion to open executive session at 7:40 p.m. first Beth, second Trina.  
**ALL APPROVED**

**13.** Motion to return from executive session to regular meeting at 7:55 p.m. Ed first, Beth second. **ALL APPROVED**

**14. Adjournment** - Ended at 7:55 p.m. Trina first, Beth second

**15. Next Board Meeting:** Thursday, September 15, 2022

Respectfully submitted.

Candy Harshaney