

**Dunellen Public Library Board of Trustees Meeting Agenda
March 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 7:08 p.m.

2. **Roll call**

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

Zoom: Richard Pinder, Trina Rios, Elizabeth Willoughby

Excused: Hana Baudendistel, Ed Ditter, Anthony Lowenberg

Athelia Vigilante - has to submit her Trustee resignation

3. **Correspondence - NONE**

4. Motion to approve the meeting minutes from February 17, 2022, first Trina, second Beth
All APPROVED

5. **Financial**

- Checking \$5,716.24
- Savings \$131,886.91
- Petty cash - not reported
- Bills to be paid: \$4,361.71

A motion to pay the bills in the amount of \$4361.71 first Nate, second Richard

All APPROVED

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

Building Maintenance

- HVAC repair was completed.
- Carpets will be cleaned on April 15, 2022
- Redecorating the children’s section is underway. Woodland theme.

Collection Department

- We will be subscribing to the Junior Library Guild.

Meetings/Conferences and Training

- The NJLA conference is being held on June 1 & 2, 2022 at Harrah’s Resort Atlantic City Hotel & Casino. Hotel accommodations, mileage and food will be discussed at the April meeting.
- Karin and Nicole attended a Summer Reading workshop virtually.

Friends/Fundraising

- The next fundraiser will be an in-house raffle.
- The Farmer's Market opening date is April 10th at Washington Park, and will feature a performance by Spook Handy.

Grants/Donations

- The county funded grant programs are underway for 2022.
- Five iPads from the NJ Health Connect program arrived and will be the property of the library after 6-months. A circulation policy will be developed for the iPads regarding lost, stolen and damage issues once they become the property of the library.

Programs

- St. Patrick's Day "Leprechaun Trap" take and make craft pickup on March 15-17, 2022. Distributed 17 kits
- HOLI Celebration March 18, 2022 at 3:30 p.m.
- Takumi - Essential Japanese Pottery scheduled for March 26, 2022 at 11:30 a.m.
- John Hunnewell possibly present a basic computer class.
- College resource program (virtual) night for families with high school students was well attended and informative.
- In March host a new home buyers loan workshop and future home renovations workshop. Virtually or in-person.

Community Outreach

- Karin & Liz participated in Read Across America
- We are working with local non-profits to better serve patrons looking for assistance with social services research.
- Read to a Therapy Dog is April 30, 2022. The library will have a therapy dog visit on that day.

Information and Technology

- Purchase mobile hotspots for patrons using the iPads at home.

Staffing

- Will be discussed in Executive Session

7. New Business

- Mask Policy - Liz surveyed staff and they prefer to continue to wear masks.
- Library will suggest “Masks Encouraged” for patrons.
- Patrons using the computers and being helped by staff exceeding “15-minutes” will be asked to wear a mask.
- Some programs may require patrons to wear masks.
- Mask wearing changes will take effect immediately. Trina First, Beth second. **ALL APPROVED**

8. Old Business

- Trustee Appointments - no new appointments
- Full-time contracts - no update

9. Committee Reports-no updates

- Social Media-None
- Finance-budget 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 7:56, Beth first, second Richard. ALL APPROVED

12. Executive Session - Motion to open executive session at 7:56 p.m. first Beth, second Richard. ALL APPROVED

13. Motion to return from executive session to regular meeting at 8:09 p.m. Nathan first, Beth second. ALL APPROVED

14. Adjournment - Ended at 8:09 p.m. Nathan first, Beth second

15. Next Board Meeting: Thursday, April 21, 2022

Respectfully submitted.
Candy Harshaney