

Dunellen Public Library Board of Trustees' Meeting Minutes

March 16, 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, Ed Ditter, Candy Harshaney, Richard Pinder, Trina Rios, Elizabeth Willoughby

Not Present: Nathan Hewette Guyton, Liz Lopez-Velez, Anthony Lowenberg

President Beth Willoughby called the meeting to order at 7:08 p.m.

3. **Correspondence** – None

4. Motion to approve minutes from February 16, 2023, first Trina, second Ed. **ALL**

5. **Financial**

- Checking: \$13,484.61
- Savings: \$120,437.58
- Petty cash: \$151.47
- Bills: \$6,249.36

Motion to pay the bills in the amount of \$6,249.36, first Beth, second Trina. **ALL**

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

Building Maintenance

- Heavy winds severely damaged one of the main doors. It has been repaired.
- Electrical work was completed.
- Upgrades to the space and furniture continue. Most recently the open floor spaces in the Children's Department and Adult sections were opened up significantly by moving the laptop bar and the desk in the Children's Department.
- In the Multi-purpose room (meeting room) we removed a storage cabinet. Our goal is to continue to declutter for a more professional and clean appearance overall.
- On Thursday March 16th Habitat For Humanity will pick up the tables and chairs we no longer need, and some other furniture (old office chairs, and two filing cabinets) which are no longer needed. We offered these items to other borough entities and non-profits/schools but no one wanted them.

Collection Development

- We would like to start a special project to replace badly worn books in the collection, specifically the Fairy Tales and Biographies in the Children's Department.

Technology

- The state library email server has been filtering emails, resulting in missed communications. We will communicate with the support team and see if this can be resolved. We have noticed inconsistencies with Director@dunellenlibrary.org and info@dunellenlibrary.org.

Meetings/Conferences and Training

- Virtual Programming Conference in April - Liz, Karin, and Josue attending.

Friends/Fundraising

- Willy Wonka tea is planned for April 16, 2023.
- The Friends next regular meeting is scheduled for April 27, 2023 at the library.
- Additional 2023 dates include:
 - September 28 regular meeting
 - November 9 regular meeting
 - November 12 Bags and Bling
 - December 3 Holiday Party

Grants/Donations

- The State Survey was submitted.
- Many special donations were received in honor of Doris Broome. These donations are being managed by The Friends.

Programs

- On Monday, March 27, 2023 the Friends of the Library will sponsor a Women's History Month Lecture with Historian Carol Simon Levin.
- At the request of patrons an after hours event will be held on Friday, March 31, 2023 from 6:00-8:00 p.m. featuring a live DJ and glow themed crafts for all ages. Bring your glow sticks and dancing shoes!
- The ESL Conversation Cafe will return in April, thanks to volunteer Pat Kime. We still want to start a proper ESL class and add a conversation cafe for children and teens.
- A schedule of major programs has been created and will be distributed at the meeting.
- On Saturday, April 15, 2023 The Somerset EEC will present Wildlife in *My Garden* at 11:00 a.m.
- On Sunday April 16, 2023 the Friends will host a Willy Wonka themed tea party.

Staffing

- Motion discussed in Executive Session to issue an employment contract upon the completion of his MLIS degree in May 2023 to Josue Simao reflecting an increase in hours and his hourly rate. First Trina, second Hana. **ALL**

7. **New Business**

- Approval starting September 2023, a Dunellen Public Library card application link will be available on the Dunellen Public Schools website. First Beth, second Trina. **ALL**
- Beth, Trina and Hana met with Dunellen Chief Financial Officer Scott Olsen, Mayor Jason Cilento and Business Administrator Willian Robins to discuss the use of an additional \$36,000 the library received from the state. The town will use the funds to offset library healthcare expenses, pension payments and the audit report.

8. **Old Business**

- The resolution to “Establishing Intent to Reserve Excess Funds for Capital Improvement” is on hold until the goals for the Strategic Planning have been decided
- Defibrillator donation from the Friends – discussion recommended the friends donate a non-video defibrillator
- The first “Sustainable Jersey's Technical Assistance for Advancing Equity Pilot” program meeting was held via zoom on February 22, 2023. Members Liz and Anthony will watch the recording. The next meeting is scheduled for April 15, 2023.

9. **Committee Reports - No update**

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

10. **Public Comments - None**

11. **Executive Session** at 7:21 p.m. first Beth, second Ed. **ALL**

12. Motion to return from executive session to regular meeting at 7:35 p.m. First Trinat, Second Ed. **ALL APPROVED**

13. **Adjournment** at 7:45 p.m., first Trina, second Ed. **ALL**

14. **Next Board Meeting:** April 20, 2023

Respectfully submitted.
Candy Harshaney