

**Dunellen Public Library Board of Trustees Meeting Minutes**  
**May 19, 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 7:20 p.m.

2. **Roll call**

**Present at the library:** Ed Ditter, Nathan Hewette Guyton, Candy Harshaney, Liz Lopez-Velez, Trina Rios, Elizabeth Willoughby

**Zoom:** Richard Pinder

**Excused:** Hana Baudendistel, Anthony Lowenberg

3. **Correspondence** - NONE

4. Motion to approve the meeting Minutes from March 17, 2022, first Ed, second Beth  
**All APPROVED**

5. Motion to approve the meeting minutes from April 14, 2022, first, Rich second Ed  
**All APPROVED**

6. **Financial**

- Checking \$14,314.50
- Savings \$150,163.86
- Petty cash \$250.00
- Bills to be paid: \$6,116.35

A motion to pay the bills in the amount of \$6,116.35 first Trina, second Richard  
**All APPROVED**

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

**Building Maintenance**

- Scalzo cleaned the carpets
- Waiting for roof repair quotes
- Eddie Ditter fixed the issue with the light
- Viola getting quotes for window repairs
- Eddie recommended that the air filters be replaced.

**Collection Department**

- Temporarily on hold - classics, and books in poor condition need to be replaced.
- A patron has offered to sponsor a collection of “Banned Books” which need to be ordered.

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

- The NJLA conference is coming up June 1 & 2, 2022 at Harrah's Resort Atlantic City Hotel & Casino. Liz, Beth, and Trina attending.

### **Friends/Fundraising**

- The Open Air Market has been very successful
- Computer upgrade underway
- Friends will purchase hot spots

### **Grants/Donations**

- No new grants. Additional volunteers would be beneficial

### **Programs**

- Crafternoons, Dungeons & Dragons, and Anime Club have become consistently attended tween/teen programs
- Outdoor Storytime will begin Friday, May 20th
- **Smarts & Crafts** is a new STEAM children's program where kids ages 5-10 can do science based arts and crafts projects

### **Summer Reading**

- ReadSquared Ocean of Possibilities - Children, teens and adults can sign up and log their summer reading progress
- Summer Reading Kickoff - June 24th
- Rutgers Marine & Coastal Education Team: Rutgers students and professors teaching hands-on science labs. One program scheduled for June 24th
- Stage a Story: Improvisation - July 11th
- Turtle Back Zoo at the Library - July 27th

### **Community Outreach**

- Footprints Daycare visited the library on May 9 and attended by 20-children and 15-adults
- Crafts, calendars and library materials were given out at the Open Air Market on May 15
- Created over 80 Take & Makes crafts for children's and teens
- Market Day a success
- Fine forgiveness vouchers are being distributed in the schools in advance of Summer Reading

### **Information and Technology**

- Liz discussed contracting Linx8 in Highland Park who provided two quotes for network hardware upgrades. Will discuss further at the June meeting

### **Staffing**

- Discuss in Executive Session

**8. New Business**

- There were multiple occurrences of nonpatron drifters exhibiting disorderly, defiant and inappropriate situations inside and outside of the library which understandably is upsetting to library staff and library patrons. If future situations occur, staff have been advised to immediately contact the police.

**8. Old Business**

- Trustee Appointments - need candidates
- Full time contracts - to be discussed in Exexutive Session
- Mask Policy-mask are optional
- 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. Trustees can review online or Liz has also printed out copies for trustees which will be available at the library for pickup.

**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

**10. Public Comments**

**11. Motion to close the public meeting at 7:56, Rich first, second Ed. 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 9:02 p.m. Trina first, Ed second. ALL APPROVED**

**14. Adjournment - Ended at 9:02 p.m. Nathan first, Beth second**

**15. Next Board Meeting:** Thursday, June 16, 2022

Respectfully submitted.  
Candy Harshaney