

Dunellen Public Library Board of Trustees' Meeting Minutes

November 16, 2023

7:09 p.m.

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, Nathan Hewette Guyton, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby (via phone)
Not Present: Anthony Lowenberg
Members of the public: None
3. **Correspondence:** Letter from the auditor that they will be coming Monday, November 20, 2023
4. Motion to approve minutes from October 19, 2023, first Nat, second Rich. **ALL**
5. Motion to approve updated Bills to be Paid from September 2023 from \$1,748. 55 to \$1,784.55, first Beth, second Nat. **ALL**
6. **November Financial**
 - Checking: \$2,946.24
 - Savings: \$152,080.18
 - Petty cash: \$69.56
 - Bills: \$3,869.93

Motion to pay November 2023 bills in the amount of \$3,869.93, first Rich, second Trina. **ALL**

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

Building Maintenance

- Contacted several contractors for quotes to repair the roof and to repair the steps behind the library but no responses have come through.
- Shed in need of roof and trim repairs. Ed is going to look at what potential repairs are needed.

Collection Department

- New books for our Juvenile Biography section have been purchased with funds from the Friends of the Library. Reimbursement will be processed when Liz receives the invoice.
- A grant in the amount of \$5000 was received from Blue Foundry Bank for the acquisition of Spanish Language materials. There will be focus on Early Readers (children's) and YA books.

Technology

- A new DVR will be installed on Friday, November 17, 2023. Benefits include ease of use and cord management in the break room.
- The copier has been replaced.
- The request to transfer ownership of the domain "dunellenlibrary.org" from Joan Henry to Liz was denied. Additional documents will be submitted to Digital Network Solutions to appeal the denial Once ownership of the domain is transferred email issues will be resolved.

Meetings/Conferences and Training

- Liz will attend the League of Municipalities Conference that provides information and resources for municipalities.
- Nicole and Josue will be attending a webinar regarding the migration of our email to LMXAC's email service via google workspace. The migration will happen in December 2023.

Friends/Fundraising

- The annual "Bags and Bling" fundraiser was held this weekend. Thank you to all who attended.
- The last open-air market was on November 5, 2023.
- A general meeting was held on November 9, 2023
- The Friends Holiday Party is December 5, 2023, from 3:00-5:00 p.m. followed by the annual tree lighting ceremony in Washington Park.

Grants/Donations

- Received a \$5,000 grant from Blue Foundry Bank (thank you Trina for your help). As noted in Collection Department funds will be used for the acquisition of Spanish Language materials. There will be a focus on Early Readers (children's) and YA books.

Programs

- Trina Rios will host a "Chunky Blanket" class on Tuesday, November 21, 2023. Interest is so popular that a second class will be scheduled in January 2023.
- Mackenzie Buratti will be hosting musical storytime this week.
- Tai Chi was well attended!
- Karin disbursed Children's Librarian duties to other library staff.

Staffing

- To be discussed in the Executive Session.

8. New Business

- Friends of the Dunellen Public Library
- Welcome new library trustee Jonathan Manari
- Friends's Holiday Party December 3, 2023
- Capital Improvement Foundation

9. Old Business

- Resolution to establish a capital improvement foundation, and earmark funds for capital improvement. Liz has been in touch with Phil George from Highland Park to guide us through the process.

10. Committee Reports - no update

- Social Media
- Budget & Finance Committee (Beth, Hana, Liz, Trina) worked on the budget.
- Buildings and Grounds

11. Public Comments - None

12. Executive Session at 8:18 p.m. First Rich, Second Nat. ALL

13. Motion to return from executive session to regular meeting at 8:57 p.m. First Beth, second Trina. **ALL**
14. **Adjournment** at 9:00 p.m. First Jonathan, second Rich. **ALL**
15. **Next Board Meeting:** December 14, 2023

Respectfully submitted.
Candy Harshaney