

Dunellen Public Library Board of Trustees Meeting Minutes  
November 21, 2024

Call to Order

1. Motion to go into Executive Session at 5:34 p.m. First Beth, Second Candy. **ALL**
2. Motion to return from Executive Session to regular meeting at 6:56 p.m. First Trina, second Rich. **ALL**
3. The regular meeting of the Dunellen Public Library Board of Trustees was held in the Library on Thursday, November 21, 2024. The meeting was called to order by Beth Willoughby at 7:00 p.m.

Announcement of Compliance with Open Public Meeting Law: “Notice of the time and place of this meeting was given by way of an annual meeting notice to the Courier News, mycentraljersey.com, and is posted in the library.” (N.J.S.A. 10:4-6 et seq.)

4. Sunshine Law Statement: “The meeting has been advertised and will be conducted in accordance with the Sunshine Law.”

**5. Roll Call**

**Present:** Hana Baudendistel, Abby Franklin, Candy Harshaney, Liz Lopez-Velez, Jonathan Manari, Richard Pinder, Trina Rios, Elizabeth Willoughby

**Excused:** Ed Ditter, Nathan Hewette Guyton

**Members of the public:** None

6. **Correspondence:** Inspection Report from the Fire Marshall

7. Motion to approve minutes from October 17, 2024, first Rich, second Jonathan. **ALL**

**8. October Financial**

- Checking: \$1,855.98
- Savings: \$9,730.58
- New Savings Account: \$123,027.41
- Petty cash: Not Available
- Bills: \$4,589.96

Motion to pay November 2024 bills in the amount of \$4,589.96. First Trina, second Rich. **ALL**

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

**Building Maintenance**

- A PSE&G technician still has come out to verify if the library is being charged a separate flat \$45 fee for the outside sign.

**Collection Development**

- No update

## **Technology**

- Linx8 is still not responding. Liz is searching for a potential IT person.
- A new patron and a new cataloging computer are needed.

## **Meetings/Conferences and Training**

- Liz attended the New Jersey League of Municipalities (NJLM) Annual Conference which was held from November 19-21, 2024 in Atlantic City.

## **Friends/Fundraising**

- The Friends annual “Bags and Bling” event was held on Sunday, November 10, 2024. The event was preceded by a “Sip and Shop” preview on Saturday night, November 9, 2024.
- The “Friends Annual Holiday Party” is scheduled for Sunday, December 8, 2024 starting at 3:00 p.m. There will also be Basket Raffles, Music and Food!
- The Friends Annual Membership drive is in progress
- Mystery Dinner planned
- The Friends of the Dunellen Public Library’s annual Valentine’s Day chocolate strawberry sale will take place in January.
- Friends 2025 meeting dates: January 30, March 20, May 13, September TBD.

## **Grants/Donations**

- The Schwartz grant award will be announced in December.
- The “Scholastic Grant” has to be resubmitted. The address and total details were not appearing on the electronic invoice.

## **Community Outreach**

- Return of the “Giving Coat Rack” to make coats readily available to community members who are in need of a winter coat.
- The new Dunellen School District “Community Parent Involvement” liaison, Karen Riggi hosted an Open House Event for Dunellen PreK students at the library on October 21, 2024 at 5:30.
- An Inauguration bicycle parade commemorating the open borrowing agreement between the Dunellen Public Library and Green Brook Borough was held on November 2, 2024, at 11:00 a.m.
  - Following the parade, there was a “Touch-A-Truck” event at the library along with hot dogs and refreshments.
  - Representatives from the Somerset County library system signed up Dunellen library patrons to participate in reciprocal borrowing.
  - Thank you Liz for organizing a wonderful community event.
- To lighten the burden of library staff, Beatriz Jimenez from the Dunellen School District will be assisting Dunellen residents, with school-age children in the student registration process for Faber Elementary, Lincoln Middle and Dunellen High Schools.

## **Programs**

- OEM had a schedule conflict and was not able to conduct the “Back to School Public Safety Class” on October 26, 2024.
- The Conversation Cafe continues on Wednesday nights.

**Staffing**

- Approval of library staff salaries for 2025, First Rich, Second Jonathan. **ALL**

| <b>Staff</b>        | <b>2024 Salary</b> |
|---------------------|--------------------|
| Nicole Rodriguez    | \$25.75/hour       |
| Mackenzie Buratti   | \$17/hour          |
| Jennifer Cote       | \$25/hour          |
| Fiorella Fonseca    | \$19/hour          |
| Ken Gear            | \$18.71/hour       |
| Jessie Johnson      | \$19.57            |
| Pat Leuschner       | \$17.30            |
| Viola Mann          | \$17.30            |
| Meagan Parrish      | \$18/hour          |
| Aurora Romero (sub) | \$15.49            |
| Jaxon Rios          | \$16.14            |
| Laurie Welsh        | \$16.14            |
| Liz Lopez Velez     | \$68,640           |

- Staff member submitted a leave of absence.

**10. New Business**

- Approval to change the board meeting start time from 7:00 p.m. to 5:30 p.m. First Hana, second Jonathan.
- 2025 Board Meeting Dates of the Dunellen Public Library Trustees
  - January 16
  - February 20
  - March 20
  - April 17
  - May 15
  - June 12
  - July - no meeting
  - August - no meeting
  - September 11
  - October 16
  - November 20
  - December 18
- Approval of 2025 Library Holiday Closings, First Rich, Second Trina. **ALL**
  1. Wednesday, January 1 - New Year's Day
  2. Saturday, January 18 - Martin Luther King Jr. Weekend
  3. Monday, January 20 - Martin Luther King Jr. Day
  4. Saturday, February 15 - Presidents' Day and Washington's Birthday Weekend

5. Monday, February 17 - Presidents' Day and Washington's Birthday
6. Friday, April 18 - Good Friday
7. Saturday, April 19 - Easter Holiday Weekend
8. Saturday, May 24 - Memorial Day Weekend
9. Monday, May 26 - Memorial Day
10. Thursday, June 19 - Juneteenth
11. Friday, July 4 - Independence Day
12. Saturday, July 5 - Independence Day Weekend
13. Saturday, August 30 - Labor Day Weekend
14. Monday, September 1 - Labor Day
15. Tuesday, November 11 - Veterans' Day
16. Thursday, November 27 - Thanksgiving Day
17. Friday, November 28 - Thanksgiving Break
18. Wednesday, December 24 - Christmas Eve
19. Thursday, December 25 - Christmas

- **OPRA Request**

Liz provided the documents to the requestor by email.

9. **Old Business**

- Strategic Planning Committee - no update. Potential public survey via the Dunellen Public Library website.
- Website Development - Trustee Biographies & Minutes no update
- Mini Pantry/Garden - no update

10. **Committee Reports**

- Budget and Finance
  - Best Practices suggestions:
    - Include two signatures on issued checks;
    - Include the check numbers on the Bills List.
- Buildings and Grounds - No update
- Foundation Update: Dunellen Public Library has been issued a 501(c)(3). A bank account will be opened with a minimum amount to avoid service charges. - No update
- Personnel Manual Review - No update
- HR committee met in Executive Session

11. **Public Comments** - None

12. **Adjournment** at 8:15 p.m. First Hana, second Rich. **ALL**

13. **Next Board Meeting:** December 19, 2024, 5:30 p.m.

Respectfully submitted.  
Candy Harshaney