

PENNSAUKEN LIBRARY BOARD
Board Minutes – January 24, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, January 24 at 6:05 p.m. by Mr. Robert Fisher-Hughes, President.

Introduction of newly appointed Trustee to the Library Board was made by Mr. Fisher-Hughes. Scott Murphy was sworn in by Mr. Fisher-Hughes.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Elyn McMullin, Mr. Martin Slater, Mr. Scott Murphy, Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts, Township Liaison
Absent: Mr. Frank Piarrulli, Solicitor;
Members of the Public: Ms. Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Annual Reorganization

Slate of Officers presented by Ms. Zino, Nominating Committee Chair:

President – Robert Fisher-Hughes; Vice President – Martin Slater; Treasurer – Elyn McMullin; Board Secretary – Diane Johnson. There were no nominations from the floor. Slate considered as one. Slate approved by unanimous voice vote.

Standing Committees

Trustees will be contacted for preference(s); announcement to be made at February meeting

Minutes

Ms. Kristian made a motion to adopt the December 20, 2021 minutes as amended; seconded by Mr. Slater. Changes were made to wording to Personnel, bullet #4 and Board Comments bullet #2. Motion was approved by 6 members; Mr. Kristian and Mr. Murphy abstained.

Treasurer's Report

1. Mr. Slater moved to approve the Appropriation Report submitted January 24th for December 2021 seconded by Ms. Zino. Motion passed by unanimous roll call vote of those present.
 - a) *Ms. McMullin, Treasurer* noted that the 2021 Budget did not include FLI estimate on **Line 5050/60: SUI/SDI**
 - b) *Ms. McMullin* questioned repayment by the State for **Line 6170: Professional Development**. *Ms. Finney Estrada* will check to see if rebate has been received.
2. Ms. Johnson moved to approve the Income Report through December 2021; seconded by Ms. Killion. Motion passed by unanimous roll call vote of those present.
 - a) *Ms. Finney Estrada* noted that the \$50.00 received as a donation was credited against **Line 6000: Books**
3. *Ms. Zino* moved to approve the list of Outstanding Bills to be paid on January 24th in the amount of \$48,239 to be paid from the 2021 Budget; seconded by *Ms. Johnson*. Motion passed by unanimous roll call vote

4. Ms. Johnson moved to approve the list of Outstanding Bills to be paid on January 24th in the amount of \$6111.99 to be paid from the 2022 Budget; seconded by Ms. Kristian. Motion passed by unanimous roll call vote
 - a. Ms. McMullin questioned:
 - Line Item 6050: Programs** – \$100 paid to Collingswood Friends of the Library was a shared cost for the Spark Joy Charlotte virtual program in February
 - Line Item 6050: Programs** – \$100 paid to Courney Schulnick for Mindfulness Program; Friends of the Pennsauken Library to share cost 50/50.

5. Ms. Johnson moved to approve the Purchase Card Expenditures made in December in the amount of \$8,680.00 seconded by Mr. Murphy. Motion passed by unanimous roll call vote
 - a. Mr Murphy questioned the credit to Hobby Lobby **Line 6050: Programming**
Ms. Finney Estrada responded that this was a credit for material returned
 - b. Ms. Finney Estrada explained that the Purchase Card needed to be used to purchase 12 refurbished laptops for \$7,680.00 from Tech Soup in **Line 6110: Equipment**. Monies received from the State Library's ARPA grant will offset the cost.

6. Account Balances – As of December 31, 2021
 - Republic Operating Account: \$216,632.10
 - Republic Capital Reserve Account: \$96,288.24
 - Republic Purchase Account: \$967.11
 - State Street Cash Management Account: \$1,498.67

Director's Report

See report. Additional information:

- Old computers are taken to Magnum for recycling – no charge
- Tanya expects to implement the new 'Fine Free' policy soon

Committee Reports

Personnel

- Ms. Johnson had an opportunity to talk to Library staff about a memorial for Stephanie
 - o Suggestions included: Township Proclamation and dedicating the Sci-Fi collection
- A doorbell has been installed by the Community Room door to ensure easy early access to the building by Staff.
- Employee Manual update project is continuing
- Protocol for COVID19: It is up to the Director's discretion regarding tests, quarantine, etc.

Policy

- No meeting in December.
- The Policies section of the Library's website has been updated.

Strategic Planning Committee

- 4th quarter evaluation rescheduled for February 2022

Friends of the Library –

- The annual Art Show & Sale will be held the end of April after a 2-year hiatus.

Building & Grounds

- Suggestion from Mr. Murphy to put stripes on the floor in front of the fire extinguisher in the Community Room to remind users of the room not to block the area.

New Business

- Motion to approve the Courier Post and Retrospect Newspapers as the Official Newspapers for Public Notices was made by Ms. Johnson, seconded by Mr. Slater. Motion passed by unanimous roll call vote. **Resolution #2022-1: Designation of Official Newspapers**
- Motion to approve Republic Bank and State Street Bank and Trust as the Official Depositories was made by Ms. Johnson, seconded by Mr. Murphy. Motion passed by unanimous roll call vote. **Resolution #2022-2: Designation of Official Depositories**
- Motion to appoint Frank Piarulli as Solicitor to the Board of Trustees was made by Ms. Johnson, seconded by Ms. Kristian. Motion passed by unanimous roll call vote. **Resolution #2022-3: Appointment of Solicitor**
- Motion to appoint Ditmars, Perazza & Co., LLP as Auditors s was made by Ms. Johnson, seconded by Ms. Kristian. Motion passed by unanimous roll call vote. **Resolution #2022-4: Appointment of Auditor**
- Ms. Finney Estrada is negotiating an IT Management Services contract that will be billed on a month-to-month basis. The Library is not ARPA compliant. Other issues to be identified in an assessment of our current system will be addressed with new contract.

Public Comment

- Ms. Briant would like to see the Library more involved with the architect of the new library

Board Comments

- Ethics statements to be included in the February packet

Adjournment

Ms. McMullin made a motion to adjourn. Meeting adjourned at 8:12 p.m.

Next Meeting February 28, 2022

PENNSAUKEN LIBRARY BOARD

Board Minutes – February 28, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, February 28 at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater, Mr. Scott Murphy, Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts, Township Liaison

Absent: Mr. Frank Piarrulli, Solicitor;

Members of the Public: Ms. Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Mr. Slater made a motion to adopt the January 24th minutes with no changes; seconded by *Ms. Zino*. Minutes were accepted as presented

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. McMullin* seconded to approve the December 2021 Appropriation Report submitted February 28th. Motion passed by unanimous roll call vote.
2. *Mr. Slater* moved and *Ms. Kristian* seconded to approve the 2021 Final Appropriations Report which include line item transfers to reallocate funds and remove negative balances from **Line Item 5050/60: SUI/SDI; Line Item 6020: Audio/Video; Line Item 6050: Programs; Line Item 6060: Computer Readable; Line Item 6100: Publicity; and Line Item 6170: Professional Development**. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin*, Treasurer, noted that the original 2021 budget included ~\$70,000 from reserves, of which ~\$45,000 was used.
3. *Ms. Johnson* moved and *Ms. Killion* seconded to approved the January 2022 Appropriation Report (based on the 2021 Budget) submitted February 28th. Motion passed by unanimous roll call vote.
4. *Ms. Killion* moved and *Ms. Johnson* seconded to approved the Income Report through January 2022. Motion passed by unanimous roll call vote
 - a. *Ms. Finney Estrada* noted that the appropriation from the Township had not been received yet.
5. *Ms. Johnson* moved and *Ms. Zino* seconded to approve the list of Outstanding Bills to be paid on February 28th in the amount of \$5,035.12 to be paid from the 2021 Budget. Motion passed by unanimous roll call vote.

- 6. Ms. Johnson moved and Mr. Murphy seconded to approve the list of Outstanding Bills to be paid on February 28th in the amount of \$60,603.12 to be paid from the 2022 Budget. Motion passed by unanimous roll call vote
 - a. Ms. Johnson questioned: **Line Item 6060: Programs – ByWater Solutions** for \$63,000.00
 Ms. Finney Estrada responded: Annual Support contract for ILS system
- 7. Ms. Johnson moved and Ms. Killion seconded to approve the Purchase Card Expenditures made in January in the amount of \$246.62. Motion passed by unanimous roll call vote
- 8. Account Balances – As of January 31, 2022
 - Republic Operating Account: \$96,308.69
 - Republic Capital Reserve Account: \$96,308.69
 - Republic Purchase Account: \$720.65
 - State Street Cash Management Account: \$1,498.72

Director's Report

See report. Additional information:

- The 3 open professional positions will be posted in March.
- Ms. Finney-Estrada has been having meetings with the architect of the new building

Committee Reports

Budget/Finance

- Plan to meet next month to start 2022 Budget process

Personnel

- Ms. Parente is out on medical leave, expects to return the end of March
- March meeting agenda – continue updating the Employee manual

Policy

- Need to schedule March meeting.

Strategic Planning Committee

- 4th quarter evaluation rescheduled for March 22nd

Friends of the Library –

- Spring Fundraiser has been cancelled
- 22nd Annual Poetry Contest will accept both paper & electronic submissions.

Building & Grounds

- New Committee members: Mr. Slayer and Mr. Murphy

Board of Education –

- Baldwin School will be visiting the Library in the Spring
- Schools will be participating in the Friends of the Library Poetry Contest
- All schools will be participating in Read Across America

Unfinished Business

- New Library Construction – Potential meeting with a few Board members with Mr. Killion, Twp. Administrator
- Ethics statements will be sent out soon. The fillable PDF's are due mid-April.

New Business

- Personnel - Mr. Afzal has given notice and will be working part time for the moment. He is no longer the evening supervisor.

Closed Session

- *Ms. Johnson* moved and *Mr. Slater* seconded the motion to go into Closed Session to discuss matters of Personnel @ 7:21 p.m. No action to be taken.
- *Ms. McMullin* moved and *Ms. Johnson* seconded the motion to come out of Closed Session @ 7.35p.m.

Public Comment

- Ms. Briant cautioned about Conflict of Interest and the need to abstain from voting. Suggested providing a Community Update.

Adjournment

Ms. McMullin made a motion to adjourn. Meeting adjourned at 7:53 p.m.

Next Meeting March 28, 2022

PENNSAUKEN LIBRARY BOARD

Board Minutes – March 28, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, March 28 at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino, Pennsauken School District Representative
Absent: Mr. Scott Murphy, Mr. Martin Slater, Mr. Frank Piarrulli, Solicitor; and Ms. Nikki Roberts, Township Liaison

Members of the Public: Ms. Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Johnson made a motion to adopt the February minutes with no changes; seconded by *Ms. Kristian*. Minutes were accepted as presented

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. Kristian* seconded to approve the Updated Final December 2021 Appropriation Report submitted March 28th which included purchases made in 2021 but not yet paid in 2022 for the following: **Line item:6020 Audio/Visual** . Motion passed by unanimous roll call vote.
2. *Ms. Johnson* moved and *Ms. McMullin* seconded to approved the February 2022 Appropriation Report (based on the 2021 Budget) submitted March 28th. Motion passed by unanimous roll call vote.
3. *Ms. Johnson* moved and *Ms. Kristian* seconded to approved the Income Report through February 2022. Motion passed by unanimous roll call vote
 - a. *Ms. Finney Estrada* noted that the appropriation from the Township had been received in March for ¼ of the 2022 mil tax calculation.
4. *Ms. Johnson* moved and *Ms. Kristian* seconded to approve the list of Outstanding Bills to be paid on March 28th in the amount of \$240.16 to be paid from the 2021 Budget. Motion passed by unanimous roll call vote
5. *Ms. McMullin* moved and *Ms. Killion* seconded to approve the list of Outstanding Bills to be paid on March 28th in the amount of \$88,278.88 to be paid from the 2022 Budget. Motion passed by unanimous roll call vote
 - a. *Ms. McMullin* questioned: **Line Item 6280: Utilities** – TriEagle Energy (3rd party electric supplier) appears to be a higher cost per month than PSE&G (Over \$100 for January)
Ms. Finney Estrada responded: She will investigate 3rd party supplier cost for past year

6. *Ms. Johnson* moved and *Ms. Killion* seconded to approve the Purchase Card Expenditures made in January in the amount of \$424.88. Motion passed by unanimous roll call vote
7. Account Balances – As of February 28, 2022
 Republic Operating Account: \$146,099.47
 Republic Capital Reserve Account: \$96,327.16
 Republic Purchase Account: \$295.85
 State Street Cash Management Account: \$1,498.82

Director's Report

See report. Additional information:

- State Report Survey – copy to be sent to Trustees
- Maker's Day very successful; report will be in next Month's packet

Committee Reports

Building & Grounds – as reported by Mr. Fisher-Hughes

- New Committee members have yet to meet to select Chair
- Were invited to meeting with Township Administrator about new Municipal/Library meeting

Budget/Finance

- Plan to meet April 4th to start 2022 Budget process

Personnel

- No meeting in March
- Ms. Johnson to meet with Ms. Finney Estrada soon

Policy

- 2022 Kick-off meeting was held on March 25th.
- Reviewed potential policy topics and set priorities for new policies for 2022 including Collection Management policy. This is expected to be a year long effort.
- By-Laws are also to be completely reviewed and updated over the next several months.

Strategic Planning Committee

- Ms. Kristian was appointed new Chair
- Ms. Finney-Estrada congratulated for exceeding the 1st year goal of 40% completion of the strategic plan

Friends of the Library –

- Art Show will be held in the magazine section the end of the month
- Heather Kristian will be the Awards Presenter at the FOL Poetry Contest Awards night

Board of Education –

- Will suggest Pennsauken Schools web page be linked to Library web page. PFPL webpage already has link to school district page.

Unfinished Business

- Conflict of Interest forms are due
- Information regarding FDS should be forthcoming in the next week or so from Clerk's office

Board Comment

- Ms. Johnson would like a decision on memorial for Stephanie
- Ms. McMullin encouraged others to check out the recent Trustee Check-in on Intellectual Property. It is available on the NJTLA site: <https://www.njlibrarytrustees.org/>

Adjournment

Ms. McMullin made a motion to adjourn. Meeting adjourned at 7:40 p.m.

Next Meeting April 25th, 2022

PENNSAUKEN LIBRARY BOARD

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Board Minutes – April 25, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, April 25th at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Scott Murphy, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director; and Ms. Nikki Roberts, Township Liaison
Absent: Ms. Bridget Zino, Pennsauken School District Representative, and Mr. Frank Piarrulli, Solicitor
Public: Heather Kristian

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Kristian made a motion to adopt the March minutes with 1 change due to typo; seconded by *Ms. Johnson*. Minutes were accepted as amended.

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. Kristian* seconded to approved the March 2022 Appropriation Report (based on the 2021 Budget) submitted April 25th. Motion passed by unanimous roll call vote.
 - a. *Mr. Fisher-Hughes* questioned why there was no entry for **Line Item 5020: Health**
Ms. Finney Estrada responded that bill had not been received yet.
2. *Ms. Johnson* moved and *Ms. Killion* seconded to approved the Income Report through March 2022. Motion passed by unanimous roll call vote
3. *Mr. Slater* moved and *Mr. Murphy* seconded to approve the list of Outstanding Bills to be paid on April 25th in the amount of \$55,048.33 to be paid from the 2022 Budget. Motion passed by unanimous roll call vote
 - a. *Mr. Fisher-Hughes* questioned the payment to H. Kristian for **Line Item 6010: Books**
Ms. Finney Estrada responded books purchased were for the Library's Collection
 - a. *Mr. Fisher-Hughes* questioned payment to Drag Queen Entertainment for **Line Item 6050: Programs**
Ms. Finney Estrada responded that reading program for children had been developed by Brooklyn Library and had been successfully presented in several New Jersey library without issue.
 - b. *Mr. Fisher-Hughes* questioned payment the Inquirer for **Line Item 6010: Periodicals**
Ms. Finney Estrada responded that \$821.40 was the annual fee for 2022.
 - c. *Ms. McMullin*, Treasurer, noted that **Line Item 6060: Computer Readable** was incorrect for the Comcast expense. It should have been charged to **Line Item 6030: Computer Service**
4. *Ms. Killion* moved and *Ms. Kristian* seconded to approve the Purchase Card Expenditures made in March in the amount of \$800.88. Motion passed by unanimous roll call vote
 - a. *Ms. McMullin* questioned the payment to Xplorably for **Line Item 6050: Programming**
Ms. Finney Estrada responded that they were for several STEM kits for NJ Makers Day
 - b. *Ms. Finney Estrada* explained that the expense for 'Blooket' for **Line Item: 6060 Computer Readable** was for on-line trivia contest
5. Account Balances – As of March 30, 2022
Republic Operating Account: \$305,039.73

Republic Capital Reserve Account: \$96,347.61
Republic Purchase Account: \$495.12
State Street Cash Management Account: \$1,499.11

Director's Report

See report. Additional information:

- Still determining when will make mask wearing optional for public
- Drag Queen Entertainment marketing video to be sent to all Board members

Committee Reports

Building & Grounds – as reported by Mr. Fisher-Hughes

- Still need to meet and choose Chair

Budget/Finance

- Have met several times about the 2022 Budget. Plan to meet again May 9th and present proposed 2022 budget to the full board at the May Trustees meeting.

Personnel

- Is continuing to work on Employee Manual, several sections still need to be updated
- Procedure for termination is needed
- Ordinance review re: hiring practices
- Civil Service follow up needed to discuss staff entitlement of overtime pay

Policy

- Ms. Kristian is working on a Notary Policy
- Ms. Killion is developing an Orientation syllabus for new board members

Strategic Planning Committee

- New Chair, Ms. Kristian is still reviewing previous material; expects committee to meet in May

Friends of the Library –

- There will be a Book & Media Sale in the Community Room the last week of October
- Annual membership drive underway. Request all Board members to join.

Unfinished Business

- Resolutions **2021-16** and **2021-17** are now ready for certification

Board Comment

- Ms. Johnson recognized Alexa for rising to challenge of new position.
- Ms. Kristian appreciates the Friends' purchase of new Museum Passes

Adjournment

Ms. McMullin made a motion to adjourn. Meeting adjourned at 7:14 p.m.

Next Meeting May 23, 2022

PENNSAUKEN LIBRARY BOARD

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Board Minutes – May 23, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, May 23rd at 6:11 p.m. by Mr. Martin Slater, Vice President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Ms. Diane Johnson, Ms. Vickie Kristian, Ms. Eilyn McMullin, Mr. Scott Murphy, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino, Pennsauken School District Representative (late). Ms. Nikki Roberts, Township Liaison
Absent: Mr. Robert Fisher-Hughes, Ms. Bridget Killion; Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Kristian made a motion to adopt the April minutes with no changes; seconded by *Mr. Murphy*. Minutes were accepted as written

Treasurer's Report

1. *Ms. McMullin* moved and *Ms. Kristian* seconded to approved the April 2022 Appropriation Report (based on the 2022 proposed Budget) submitted May 23rd. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* questioned the lack of expenditures for **Line Item 6240: Postage**
Ms. Finney Estrada responded that all outgoing mail is sent by the Township but that no bill for 2022 had been received to date
2. *Ms. Kristian* moved and *Ms. McMullin* seconded to approved the Income Report through April 2022. Motion passed by unanimous roll call vote of those present.
3. *Ms. McMullin* moved and *Ms. Kristian* seconded to approve the list of Outstanding Bills to be paid on May 23rd in the amount of \$57,421.16 to be paid from the 2022 Budget. Motion passed by unanimous roll call vote of those present.
 - a. *Ms. McMullin* questioned two of the expenditures for **Line Item 6250: Programs**
Ms. Finney Estrada responded that expense to Alison Bozic was for seed kits for Earth Day & reimbursement to Susan Starts was for the Junior Chef program.
 - b. *Ms. McMullin* requested information about Zoobean charged to **Line Item 6969: Computer Readable**
Ms. Finney Estrada responded that the State Library no longer was paying for 'Resquare' which was used for tracking Summer Reading Program activity. A 1-year license was purchased for Zoobean to replace limited use app. New purchase included 6 months free for a total of 18 months.
4. *Ms. McMullin* moved and *Mr. Murphy* seconded to approve the Purchase Card Expenditures made in March in the amount of \$719.42. Motion passed by unanimous roll call vote
 - a. *Ms. Finney Estrada* noted that purchase charge to **Line Item: 6170 Professional Development** would be reimbursed by the South Jersey Alliance of Independent Libraries
5. Account Balances – As of April 30, 2022
 - Republic Operating Account: \$217,366.19
 - Republic Capital Reserve Account: \$96,367.41
 - Republic Purchase Account: \$775.86
 - State Street Cash Management Account: \$1,499.57

Director's Report

See report. Additional information:

- Literacy Volunteers of America will be supplies instructor and materials for ESL starting September.
- NJ Health Connect program will provide 2 iPads to assist with telehealth. One will be kept in-house; second one can be borrowed (need computing device policy)

Committee Reports

Building & Grounds

- May 4th was 1st meeting for 2022, next meeting June 8th
- New chair: Mr. Martin Slater
- Reviewed maintenance work orders with the Director

Budget/Finance

- Proposed 2022 budget to be voted on later this evening
- Capital budget for 2022 will be the topic of June meeting

Personnel

- Is continuing to work on Employee Manual, several sections still need to be updated
- Director has upcoming meeting with Civil Service
- Ms. Johnson had discussion regarding Pennsauken residency of professional staff with Ms. Roberts, Township Liaison. PFPL to follow Township position on residency.

Policy

- Ms. McMullin reviewed updates to Board of Trustees Google Workspace. The following documents have been posted:
 - Policies – all current, inactivated since 2009, and draft
 - Board Packets – 2021 and 2022 packets
 - Board Member Information for 2022
 - 2021 Audit Report
 - Approved Meeting Minutes from June 2017 to date
- Notary Policy will be voted on later this evening
- Disposition of laptops/computers policy to be discussed next month

Strategic Planning Committee

- New Chair, Ms. Kristian has met with Director and is reviewing the Strategic Plan evaluation process.

Friends of the Library

- The Friends approved the renewal of 6 museum passes at the May meeting
- Award Ceremony for 18 winners of annual Poetry Contest was May 18th at the Intermediate School
- Annual Raffle will be for gift baskets, kick off in October

New Business

- Motion to approve Notary Policy was made by *Ms. McMullin* and seconded by *Ms. Johnson*. Motion was passed by unanimous roll call vote. **Resolution #2022-6: Approval of a Notary Policy**
- Motion to approve 3% salary increase for library staff for 2022 retroactive to January 1, 2022 was made by *Ms. McMullin*; seconded by *Ms. Kristian*. Motion was passed by unanimous roll call vote; Ms. Kristian abstained.
- Motion to approved the proposed 2022 budget as presented was made by *Ms. Zino* and seconded by *Mr. Murphy*. Motion was passed by unanimous roll call vote **Resolution #2022-7: Adoption of 2022 Operating Budget.**
- Resignation letter received from Sabrina Starts effective May 31, 2022.

Adjournment

Ms. Johnson made a motion to adjourn; seconded by Ms. Kristian. Meeting adjourned at 8:06p p.m.

Next Meeting June 27, 2022

PENNSAUKEN LIBRARY BOARD

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Board Minutes – June 27, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, June 27th at 6:11 p.m. by Mr. Fisher-Hughes, President

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson (7:15p arrival), Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Elyn McMullin, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts (6:45p arrival), Township Liaison
Absent: Mr. Scott Murphy and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Killion made a motion to adopt the May 1 minutes with correction (she was not present at May meeting); seconded by *Ms. Zino*. Motion was approved by unanimous roll call vote of those present.

Treasurer's Report

1. *Ms. Kristian* moved and *Mr. Slater* seconded to approved the May 2022 Appropriation Report as submitted June 27th. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* questioned the lack of expenditures for **Line Item 6240: Postage**
Ms. Finney Estrada responded that she would investigate
2. *Ms. Kristian* moved and *Ms. Zino* seconded to approved the Income Report through May 2022. Motion passed by unanimous roll call vote.
 - a. *Ms. Killion* questioned the who/what the **4110 Donation** of \$105.12 was from.
Ms. Finney Estrada responded that she would investigate
3. *Ms. Killion* moved and *Ms. Kristian* seconded to approve the list of Outstanding Bills to be paid on May 23rd in the amount of \$54,495.47 to be paid from the 2022 Budget. Motion passed by unanimous roll call vote.
 - a. *Ms. Killion* questioned the expenditure to Amazon.com for **Line Item 6020: Audio/Visual**
Ms. Finney Estrada responded that DVDs and CDs were purchased.
 - b. *Mr. Fisher-Hughes* questioned the expenditure of Tanya Finney Estrada for **Line Item 6050: Programs**
Ms. Finney Estrada responded that this was a reimbursement for Library program material charged to her personal credit card as there was insufficient funds available from the Purchase Account.
 - c. *Ms. Killion* questioned the listing of Commissioner of Labor for **Line Item 6220: Building Maintenance**
Ms. Finney Estrada responded that it was for the annual boiler inspection
 - d. *Ms. Finney Estrada* noted that all staff and trustees need to use the library reimbursement request form for travel expenses.
4. *Ms. McMullin* moved and *Mr. Murphy* seconded to approve the Purchase Card Expenditures made in May in the amount of \$1,026.59. Motion passed by unanimous roll call vote.
5. Account Balances – As of May 31, 2022
 - Republic Operating Account: \$395,587.77
 - Republic Capital Reserve Account: \$96,387.87
 - Republic Purchase Account: \$749.41
 - State Street Cash Management Account: \$1,500.34

Director's Report

See report. Additional information:

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- New staff member, Genevieve Smith will be working 25 hours/week.
- Staff are cleaning up collections by removing material not circulated in the past 5 years.
- Updating Collection Management Policy

Correspondence

- Complaint letter received from non-Pennsauken resident regarding Drag Queen Story Time. Library did not respond.

Committee Reports

Building & Grounds

- See Director's Report. Ms. McMullin questioned energy usage. Committee to question PSE&G

Budget/Finance

- Updated Capital budget for 2022; to be voted upon later this meeting
- June was last meeting for committee for this year

Personnel

- Has not met for a few months, need to set up meeting
- Starting work on Director evaluation
- Director developing checklist for staff orientation

Policy

- Disposition of library-owned material renamed as De-accession Policy; to be voted upon later
- New Trustee Orientation checklist to be presented at September meeting

Strategic Planning Committee

- Analyzing goals & activities
- Ms. Kristian is putting together a checklist for 6-month evaluation

Friends of the Library

- New fundraiser – **STEP UP FOR STREAM** – looking to collaborate with Township on some events (i.e. 2023 Golf outing)

Unfinished Business

- Ms. McMullin noted changes that had not been previously documented.
 - **Resolution #2021-18: Electronic Attendance Policy** has been removed from December 2021 minutes as unnecessary
 - **Resolution #2022-05: Approval of line item transfers for 2021 budget** was never written. Line transfer amounts have been added to draft document and is now considered complete.

New Business

- Motion to adopt De-accession Policy was made by Ms. Johnson and seconded by Mr. Slater. Motion was passed by unanimous roll call vote. **Resolution #2022-08: Approval of a De-accession Policy**
- Motion to approve the updated 2022 capital budget was passed by unanimous roll call vote **Resolution #2022-09: Adoption of 2022 Capital Purchase schedule**
- Continuing Education form for Trustees now available in Google Workspace (for State Report)

Board Comments

- Ms. Johnson asked when will hybrid Board meetings start. Ms. Finney Estrada noted that OWL camera is being looked into.
- Ms. McMullin shared highlights of NJLA Pre-Conference meeting on Governance.

Adjournment

Ms. McMullin made a motion to adjourn; seconded by Ms. Kristian. Meeting adjourned at 8:00 p.m.
Next Meeting July 25, 2022

PENNSAUKEN LIBRARY BOARD

Board Minutes – July 25, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, July 25th at 6:15 p.m. by Mr. Fisher-Hughes, President

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

Roll Call *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino (6:23 arrival), Pennsauken School District Representative
Absent: Mr. Scott Murphy, Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Johnson made a motion to adopt the June minutes as corrected; seconded by *Ms. Zino*.

Non-typo corrections:

Treasurer's Report - Add question from Ms. Killion on Income Report: *What was Donation of \$105.12 for?*

Directors Report – 2nd bullet corrected to read: Staff are in the process of cleaning up collections by removing material *not circulated for the last 5 years*.

Friends of the Library – New fundraiser slogan corrected to: STEP UP FOR STREAM

Motion was approved by unanimous roll call vote of those present.

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. McMullin* seconded the approval of the June 2022 Appropriation Report as submitted July 25th. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* previously questioned the lack of expenditures for **Line Item 6240: Postage**. *Ms. Finney Estrada* responded that the Township bills for postage at the end of the year.
 - b. *Ms. Kristian* noted that a few Line Items appeared to be almost or already overspent. *Ms. Finney Estrada* responded that there would be a reallocation of funds. She will be looking at the overall budget and expenditures in October to ensure that total expenses stay within budget for the balance of the year.
2. *Ms. Johnson* moved and *Ms. McMullin* seconded to approve the Income Report through June 2022. Motion passed by unanimous roll call vote.
 - a. *Ms. Killion* previously questioned what the **Line Item 4110: Donation** of \$105.12 was from. *Ms. Finney Estrada* responded the money was from the February "I Love My Library" campaign.
3. *Ms. McMullin* moved and *Mr. Slater* seconded to approve the list of Outstanding Bills to be paid on July 25th in the amount of \$104,707.86 plus all other usual and customary expenses to be paid from the 2022 budget until the next Board Meeting in September. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* questioned why the March 2022 Health Benefit cost for **Line Item 5020: Health** was lower than the following months. *Ms. Finney Estrada* will investigate
 - b. *Ms. McMullin* questioned the expenditure of \$34.70 to CSLP for **Line Item 6050: Programs**. *Ms. Finney Estrada* responded that this was for T-Shirts for the Summer Reading program
 - c. *Mr. Fisher-Hughes* questioned the payment to Kimberly Starts for **Line Item 6050: Programs**. *Ms. Finney Estrada* responded that the issue was being addressed by the Personnel Committee.

- d. *Ms. McMullin* asked if the \$828.00 to PC University for **Line Item 6110: Equipment** was to be reimbursed.
Ms. Finney Estrada responded - Yes, it will be covered by the Access Navigator grant.
4. *Ms. Kristian* moved and *Mr. Slater* seconded to approve the Purchase Card Expenditures made in June in the amount of \$738.75. Motion passed by unanimous roll call vote.
5. Account Balances – As of June 30, 2022
 Republic Operating Account: \$317,375.55
 Republic Capital Reserve Account: \$104,088
 Republic Purchase Account: \$1,010.86
 State Street Cash Management Account: \$1,501.39
6. Bank Statements
 a. *Ms. McMullin* questioned the deposit of \$7,700.00 in June to the Republic Reserve Account
 b. *Ms. Finney Estrada* responded that it was a reimbursement from the Purchase Card account for laptops purchased and subsequently reimbursed by the Access Navigator grant.

Correspondence

- Resignation letter received from Maira Diaz due to health issues. Maira was a much valued employee as Bilingual Adult Services and Reference Librarian and will be missed.

Director's Report

See report. Additional information:

- *Rosetta Stone* is no longer available. As of June 30th, the State Library is no longer funding it.
- There is a need to replace at least 3 computers this year
- The South Jersey Audio Circuit (of which Pennsauken Library was a member) has been dissolved.
- The new South Jersey Alliance of Independent Libraries (SAIL) represents 16 independent municipal libraries in Camden and Burlington Counties. One of the founders of this new organization, Ms Finney Estrada, is also the Chair of the Executive Board.

Committee Reports

Building & Grounds

- PFPL failed annual fire inspection. Deficiencies being addressed: 1) mounting of Fire Extinguisher that is currently on the floor 2) emergency lighting not working 3) Removal (or fixing) of picnic table 4) security camera needed for side of building.
- There is water in the mechanical room that needs to be looked into
- Awaiting certificate of inspection of the fire alarm system

Budget/Finance

- On hiatus

Personnel

- Results of the new Employee Job Satisfaction Survey will become part of Director's evaluation report
- There are 4 positions to be posted: Youth Services Assistant (P/T); Community Engagement Coordinator (F/T); Adult Services Librarian (P/T); Systems Librarian ((F/T)

Policy

- PFPL Board Google Workspace has been updated: Minutes back to mid-2017; Director's Reports for 2021 & 2022; Board Packets back to 2019
- No meeting in July. August mtg. to review laptop borrowing policy & final review of Trustee Orientation

Strategic Planning Committee

- Reviewing Director's Reports in relation to plan Goals & Objectives

Friends of the Library

- **STEP UP FOR STREAM** initiative will be on front page of October AAP
- FOL & Township to co-host **STREAM** fundraising Golf Outing @ Pennsauken Country Club scheduled for Thursday, September 21, 2023 with a 1:00p Scramble.
- Applications for Gift Basket and 50/50 Raffles have been submitted to the Chance Control Commission. Proceeds will support the **STREAM** initiative.

Unfinished Business

- Ms. McMullin noted that certification signatures were needed for previously approved Resolutions.

New Business

- The Employee Satisfaction Survey has been finalized by the Personnel Committee. The Committee will report the results when completed

Board Comments

- Link to CBS story on Public Libraries: 'Beyond Books: The 21st Century Public Space': <https://www.youtube.com/watch?v=4QxDOCagxg>
- Mr. Fisher-Hughes reminded all of virtual Trustee Institute on October 6, 2022
- Mr. Slater thanked Ms. Finney Estrada for outstanding Maker's Day programming
- Mr. Fisher-Hughes announced that Bassma Jarbough has been appointed to the Library Board as the Mayor's Representative

Adjournment

Ms. McMullin made a motion to adjourn; seconded by Ms. Kristian. Meeting adjourned at 8:00 p.m.

Next Meeting September 26, 2022

PENNSAUKEN LIBRARY BOARD
Board Minutes – September 26, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, September 26th at 6:06 p.m. by Mr. Fisher-Hughes, President

Prior to the start of the meeting, Ms. Bassma Jarbough was sworn in as the Mayor's Representative.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner

Roll Call *The following members participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Scott Murphy, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative; and Ms. Basma Jarbough, Pennsauken Mayor's Representative
Absent: Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Kristian made a motion to adopt the June minutes as corrected; seconded by *Ms. Zino*.
As there were no corrections or objections, minutes were accepted as presented.

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. Zino* seconded the approval of the July & August 2022 Appropriation Report as submitted September 26th. Motion passed by unanimous roll call vote.
 - a. *Ms. Killion* questioned the negative amount for **Line Item 6000: Books**
Ms. Finney Estrada responded that there is money available in other accounts that can be moved to cover the negative amount. Grant money and Friends reimbursements also have yet to be applied to Line Item 6000.
2. *Ms. Kristian* moved, and *Ms. Killion* seconded a motion to approve the Income Report through August 2022. Motion passed by unanimous roll call vote.
3. *Ms. Kristian* moved, and *Ms. Zino* seconded a motion to approve the list of Outstanding Bills to be paid in August in the amount \$77,946.21. Motion passed by unanimous roll call vote.
 - a. *Mr. Fisher-Hughes* questioned the payment to Martha Vega for **Line Item 6175: Travel**
Ms. Finney Estrada responded that due to a change in Ms. Vega's Civil Service position, she was required to go to Trenton to take a test.
4. *Ms. Johnson* moved, and *Mr. Slater* seconded a motion to approve the list of Outstanding Bills for September to be paid on September 26thth in the amount of \$77,127.64. Motion passed by unanimous roll call vote.
 - a. *Ms. Zino* questioned why the Library Director paid for item in **Line Item 6110: Equipment** instead of using the Purchase Card
Ms. Finney Estrada responded that she purchased a stop-motion animation camera holder for summer reading workshop.
5. *Ms. Johnson* moved, and *Ms. Kristian* seconded a motion to approve the list of Additional Outstanding Bills for September to be paid on September 26thth in the amount of \$391.91. Motion passed by unanimous roll call vote.
6. *Ms. Zino* moved and *Ms. Killion* seconded a motion to approve the Purchase Card Expenditures made in July in the amount of \$1,773.58. Motion passed by unanimous roll call vote.
7. *Ms. Johnson* moved and *Ms. McMullin* seconded a motion to approve the Purchase Card Expenditures made in August in the amount of \$569.42. Motion passed by unanimous roll call vote.
8. Account Balances – As of July 31, 2022
 - Republic Operating Account: \$505,250.06
 - Republic Capital Reserve Account: \$104,109.14
 - Republic Purchase Account: \$237.40
 - State Street Cash Management Account: \$1,503.07

9. Account Balances – As of August 31, 2022

- Republic Operating Account: \$336,012.95
- Republic Capital Reserve Account: \$104,132.67
- Republic Purchase Account: \$668.09
- State Street Cash Management Account: \$1,505.36

Audit Report

- Ken Ditmars, CPA presented his Audit of FY 2021. He noted that there were no significant findings. He credited that to the diligence of the Board and the record keeping by Maureen Parente, Library Secretary. The complete Report will be sent to all Trustees.

Director's Report

See report. Additional information:

- In response to Incident Report, suggestions were made to have workshops (Mental Disabilities, Active Shooter), new policy/procedures for emergency evacuation and possible FEMA assessment
- Library Director will send Ms. Zino information on PFPL ESL program.
- Fire Inspection successfully completed

Committee Reports**Building & Grounds**

- Issues discussed in Director's Report

Budget/Finance

- On hiatus

Personnel

- Director's evaluation will be posted on line for Trustees response
- Job description for the 4 openings have not been completed. The plan is to post all 4 simultaneously as Librarian 1

Policy

- Continued work on Trustee orientation checklist
- Final review of laptop policy
- Review of amended Bylaws will be topic for October meeting

Strategic Planning Committee

- Committee meeting scheduled for October 3rd

Friends of the Library

- 10-week Wellness classes approved for September, October & November.
- Step Up for STREAM fundraising initiative kicks off October with new webpage on the Library's website and article in All Around Pennsauken
- Book & Media Sale donations have been coming in.

New Business

- Ms. McMullin made a motion to accept, and Ms. Johnson seconded, the new Laptop and iPad Loan Policy which included the patron agreement. Motion passed by unanimous roll call vote.
Resolution #2022-10: Approval of Laptop and iPad Loan Policy and Agreement

Board Comments

- Ms. McMullin reminded Trustees of October virtual Trustee Institute
- Ms. Johnson commented on the new VA table in the Library

Adjournment

Ms. McMullin made a motion to adjourn; seconded by Ms. Kristian. Meeting adjourned at 8:06 p.m.
Next Meeting October 24, 2022

PENNSAUKEN LIBRARY BOARD

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Board Minutes – October 24, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, October 24, 2022 at 6:13 p.m. by Mr. Fisher-Hughes, President

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner

Roll Call *The following members participated remotely:* Mr. Robert Fisher-Hughes, Ms. Bridget Killion (left @ 7:00p), Ms. Vickie Kristian, Ms. Elynn McMullin, Mr. Scott Murphy, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative; and Ms. Basma Jarbough, Pennsauken Mayor's Representative

Absent: Ms. Diane Johnson; Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Kristian made a motion to adopt the September minutes; seconded by *Ms. Zino*.

As there were no corrections or objections, minutes were adopted as presented.

Treasurer's Report

1. *Ms. Zino* moved and *Ms. Kristian* seconded the approval of the September 2022 Appropriation Report as submitted October 24th . Motion passed by unanimous roll call vote.
 - a. *Mr. Fisher-Hughes* noted that with 3 months remaining, we are in very good shape financially with almost 36% of the budget remaining.
2. *Mr. Slater* moved, and *Mr. Murphy* seconded, a motion to approve the Income Report through September 2022. Motion passed by unanimous roll call vote.
3. *Ms. Killion* moved, and *Ms. Jarbough* seconded, a motion to approve the list of Outstanding Bills to be paid in September in the amount \$56,889.18. Motion passed by unanimous roll call vote.
 - a. *Ms. Killion* questioned the purchase of items from National Business Furniture for **Line Item 6225: Furniture**.
Ms. Finney Estrada responded that the 8 folding tables purchased are replacing broken tables in the Community Room
 - b. *Ms. Zino* asked if the tables would be moved to new building
Ms. Finney Estrada responded that if the tables were still in good condition, she expected they would be moved.
 - c. *Ms. Finney Estrada* noted that the cost of \$7,644 is a capital expense. An adjustment will be made to the operating budget by the end of the year.
4. *Ms. Kristian* moved and *Mr. Murphy* seconded a motion to approve the Purchase Card Expenditures made in September in the amount of \$1,809.77. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* noted that 2 of the items totaling \$100.00 listed for **Line Item 6050: Programming** have been approved to be paid by the Friends of the Library for the Summer Reading awards
 - b. *Mr. Fisher-Hughes* questioned the reason for purchase at Sir Speedy on **Line Item 6100: Publicity**
Ms. Finney Estrada responded that the expense was for yard signs for the Hispanic Festival
 - c. There was a question regarding the expense paid to Wegman's (Stephanie's leaf ceremony) charged to **Line Item 6170: Professional Development**.
Ms. Johnson was not present to provide an update on collection of donations to off-set expense.
 - d. *Ms. Finney Estrada* noted that the purchase from Home Depot assigned to **Line Item: 6230 Library Supplies** was for the purchase of replacement canopies for outdoor events.
5. Account Balances – As of September 30, 2022
 - Republic Operating Account: \$315,641.07
 - Republic Capital Reserve Account: \$104,154.07
 - Republic Purchase Account: \$858.48
 - State Street Cash Management Account: \$1,508.21

Director's Report

See report. Additional information:

- The new ESL Conversation classes fulfill one of the goals of the Strategic Plan.
- Craft programs continue to be popular with all ages; sometimes has run out of materials

Committee Reports**Building & Grounds**

- No meeting in October

Budget/Finance

- Meeting scheduled for November 2nd to discuss adjustments to Capital Budget

Personnel

- Ms. Johnson, Committee Chair, was not present
- Mr. Fisher-Hughes commented that the Director Review was still an open item
- The four (4) open staff positions are scheduled to be advertised this week.

Policy

- Copy of Trustee orientation checklist is included in packet; recommendations were made for implementation.
- Reviewed Sections 1, 3, 4, 5, and 7 of the Bylaws

Strategic Planning Committee

- Committee meeting on October 3rd was a 6 month review of the Strategic Plan
- Third quarter review scheduled for November 7th
- Final review of 2022 will be scheduled for January.
- 2023 is the final year of 3-year plan; planning for next 3-year plan begins early next year.

Nominating Committee

- Members Ms. Zino and Ms. Kristian are to present slate of Officers at the January Re-organization meeting.

Friends of the Library

- Book & Media Sale was held in the Community Room. Under the circumstances, it went reasonably well.
- Gift Basket and 50/50 Raffle tickets are selling very well; drawings will be held on November 16th.
- Golf outing supporting the STREAM initiative has been cancelled for 2023.

School District

- Trips to Library by schools continues
- New Teen space @ PFPL has been advertised at PHS
- Tanya is planning 2023 Maker's Day programs at STEM schools

New Business

- Hybrid meetings will be considered for next year; need to have a pilot Committee meeting first

Board Comments

- Ms. McMullin asked if Trustee Institute recording was available yet
- Ms. Fisher-Hughes and Mr. Slater described the Google Drive class instructed by Ms. Finney-Estrada as excellent.

Adjournment

Mr. Slater made a motion to adjourn; seconded by Ms. Zino. Meeting adjourned at 7:17 p.m.

Next Meeting – November 21, 2022

PENNSAUKEN LIBRARY BOARD

Board Minutes – November 21, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, November 21, 2022 at 6:16 p.m. by Mr. Fisher-Hughes, President

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner

Roll Call *The following members participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Eilyn McMullin, Mr. Scott Murphy (arrived 6:40p), Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino, Pennsauken School District Representative.

Absent: Ms. Basma Jarbouh; Pennsauken Mayor's Representative; Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Ms. Kristian made a motion to adopt the October minutes as amended; seconded by *Mr. Slater*

Correction: *Ms. Jarbouh* was not present at the October meeting. Motion passed by unanimous roll call vote of those present.

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. Kristian* seconded the approval of the October 2022 Appropriations Report as submitted November 21st. Motion passed by unanimous roll call vote of those present.
 - a. Comment was made by *Ms. McMullin*, Treasurer that the reason for the large budget balance at the end of October (28.11%) was due primarily to positions not filled in 2022.
2. *Ms. McMullin* moved, and *Ms. Killion* seconded, a motion to approve the Income Report through October 2022. Motion passed by unanimous roll call vote of those present.
 - a. *Ms. McMullin* questioned the amount of State Aid received in 2021 in comparison to 2022.
3. *Ms. Johnson* moved, and *Ms. McMullin* seconded, a motion to approve the list of Outstanding Bills to be paid in September in the amount \$77,080.35. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* advised that the expense of \$800.00 to Eastern Door Service, Inc for **Line Item 6220: Building Maintenance** is the annual Preventative Maintenance Agreement.
 - b. *Ms. McMullin* questioned the expense of \$358.00 to Jose Gonzalez for **Line Item 6050: Programs**. *Ms. Finney Estrada* responded that it was for the Bouncy House used at the Hispanic Festival.
4. *Ms. Kristian* moved and *Ms. Johnson* seconded a motion to approve the Purchase Card Expenditures made in October in the amount of \$439.79. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* asked if the purchase from TechSoup for QuickBooks Online was the final version for the conversion of the Accounting System
Ms. Finney Estrada responded in the affirmative.
5. Account Balances – As of October 31, 2022
 - Republic Operating Account: \$280,774.50
 - Republic Capital Reserve Account: \$104,176.18
 - Republic Purchase Account: \$418.81
 - State Street Cash Management Account: \$1,511.87

Director's Report

See report. Additional information:

- Position openings will be posted this week on PFPL, Library Link, Library Association websites
- Teen Lounge seems to be working; there are always teens using the Community Room during the scheduled times

Committee ReportsBudget Committee

- Reviewed request for changes to Capital Budget
- Committee to meet in early January to discuss 2023 Operating Budget

Building & Grounds

- Met November 8; new Trustee, Ms. Jarbouh has joined the Committee
- Alarm system procedures discussed. Staff members Martha Vega or Maureen Parente are to be called when issues arise.

Personnel

- Director Evaluation surveys will be sent out after tomorrow's Committee meeting
- Responses to electronic form are to be printed out and returned to the Library within 1 week of receipt

Policy

- *Ms. Killion* named Trustee Orientation Coordinator
- An updated Collection Management Policy was tabled until 2023
- Reviewed Sections 2 and 6 of the Bylaws
- *Ms. McMullin* recognized & congratulated committee members for a very productive year.
- No Committee meeting is scheduled for December.

Strategic Planning Committee

- November meeting was cancelled, next meeting will be scheduled for early 2023

Nominating Committee

- Will have recommended slate of Officers for the January meeting.

Friends of the Library

- Raffle drawings were made on November 16th. Over 1000 tickets were sold for the 5 Raffle baskets. One person won 2 baskets!
- The first Bake Sale since 2019 is to be held on December 3rd in conjunction with YS program.
- A Holiday-themed Pop Up Book & Media Sale is to be held in the Magazine section on December 8th using materials that were donated for the fall event but were set aside.

New Business

- Amended Capital Purchase Schedule was presented. *Ms. McMullin* made a motion to accept the amended schedule as amended, *Ms. Kristian* seconded. Motion passed by unanimous roll call vote. **Resolution #2022-11: Adoption of Amended 2022 Capital Purchase Schedule.**
- Marked up copy of the 2014 version of the Library Board's By-Laws as well as a draft 'clean' copy was presented for discussion. Per Article VII Amendments: *By-Laws may be amended by a vote of two-thirds of all members of the Board provided written notice of the proposed amendment shall have been mailed or electronically transmitted to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.* Vote will be taken at the December meeting.

Board Comments

- *Ms. Johnson* requested additional contributions from Board members to reimburse her for leaf for Stephanie D'Angelico as well as contribution to refreshments supplied by *Ms. Finney Estrada* for the dedication reception.
- *Mr. Fisher-Hughes* thanked all Trustees for their participation this year.

Adjournment

Ms. McMullin made a motion to adjourn; seconded by *Mr. Murphy*. Meeting adjourned at 7:39 p.m.

Next Meeting - December 19, 2022

PENNSAUKEN LIBRARY BOARD

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Board Minutes – December 19, 2022

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, November 21, 2022 at 6:16 p.m. by Mr. Fisher-Hughes, President

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner

Roll Call *The following members participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Scott Murphy (AR @ 6:40p), Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bassma Jarbouh; Pennsauken Mayor's Representative (LV @ 7:25) and Ms. Bridget Zino (AR @ 6:30, LV @ 8:15) , Pennsauken School District Representative.
Absent: Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

Minutes

Mr. Murphy made a motion to adopt the November minutes as amended; seconded by *Ms. Killion*
Minutes accepted without objection.

Treasurer's Report

1. *Ms. Kristian* moved and *Ms. Killion* seconded the approval of the November 2022 Appropriations Report as submitted December 19th . Motion passed by roll call vote of those present. Ms. Johnson abstained.
2. *Ms. Killion* moved, and *Ms. Kristian* seconded, a motion to approve the Income Report through November 2022. Motion passed by unanimous roll call vote of those present.
3. *Ms. Johnson* moved, and *Ms. McMullin* seconded, a motion to approve the list of Outstanding Bills to be paid on December 19th in the amount \$76,381.29. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* advised that the expense of \$6,300 to ByWater Solutions for **Line Item 6030: Computer Service** is the annual Koha Support and Hosting Agreement.
 - b. *Ms. McMullin* advised that the expense of \$175.00 to Redcort Software for **Line Item 6030: Computer Service** is the annual enrollment for the virtual time clock.
 - c. *Ms. McMullin* questioned the small expense of \$13.36 to the Township for **Line Item 5050/5060: SDI/SUI Unemployment/Disability**.
Ms. Finney Estrada responded that most employees had reached maximum contribution earlier in the year.
 - d. *Ms. Killion* questioned the expense of \$815.90 to LibraryLink NJ for **Line Item 6120: ILL Delivery Service**
Ms. Finney Estrada responded that was the shared cost for the period July 1, 2022 to June 30, 2023.
4. *Ms. Kristian* moved and *Ms. Johnson* seconded a motion to approve the Purchase Card Expenditures made in November in the amount of \$316.34. Motion passed by unanimous roll call vote.
5. Account Balances – As of November 30, 2022
 - Republic Operating Account: \$193,336.67
 - Republic Capital Reserve Account: \$104,197.59
 - Republic Purchase Account: \$102.51
 - State Street Cash Management Account: \$1,516.14

Director's Report

See report. Additional information:

- Library stayed open Wednesday night, December 7th, during the Township's Tree Lighting Ceremony – many people stopped in
- Access Navigator program extended to end of April, will be able to help Reference Desk

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Committee Reports

Budget Committee

- Committee to meet in January to discuss 2023 Operating Budget

Personnel

- Final review of Director Evaluation questionnaire

Policy

- See Unfinished Business

Strategic Planning Committee

- Meeting early January for review of 2022

Nominating Committee

- Slate to be presented at January reorganization meeting

Friends of the Library

- Holiday Book Sale made less than \$100; Free stuff (toys, cards, calendars) very popular
- Bake Sale was very successful as was held on same day as YS program. Ran out of baked goods

Unfinished Business

- *Ms. McMullin* made a motion to approve the amended Board of Trustee Bylaws; seconded by *Ms. Jarbough*. Motion passed by unanimous roll call vote. **Resolution #2022-12: Adoption of Revised and Updated Bylaws of the PFPL Board of Trustees**

New Business

- A motion was made by *Ms. Johnson* to start offering a hybrid meeting option to the Library Board of Trustees and the Public beginning January 2023. *Ms. Jarbough* seconded it. Motion was passed by unanimous roll call vote. The hybrid option will be included in the notification of the PFPL Board of Trustees Meeting Schedule published in the designated official newspapers
- A motion was made by *Ms. Kristian* and seconded by *Ms. McMullin* to accept the proposed schedule of the 2023 PFPL Board of Trustees Meeting Schedule. Motion was passed by unanimous roll call vote. **Resolution #2022-13: Adoption of the 2023 Board of Trustees Meeting Schedule.**
- A motion was made by *Mr. Slater* and seconded by *Mr. Murphy* to accept the proposed schedule of 2023 Hours of Operation, and Holiday Closings and Hours as amended. Motion was passed by unanimous roll call vote. **Resolution #2022-14: Adoption of 2023 Library Hours of Operation, Holiday Closings and Hours.**

Closed Session

- A motion was made at 7:50p by *Ms. Kristian* and seconded by *Mr. Slater* to go into Closed Session to discuss Personnel matters after which action will be taken
- A motion was made at 8:10p by *Ms. Johnson* and seconded by *Mr. Murphy* to go out of Closed Session

Action on Closed Session

- A motion was made by *Ms. Kristian* and seconded by *Ms. Zino* to accept the Library Director's Performance Evaluation as discussed during the Closed Session. Motion was passed by unanimous roll call vote.

Board Comments

- Good job, Tanya!

Adjournment

Mr. Fisher-Hughes adjourned the Meeting adjourned at 8:17pm.

Next Meeting – January 23, 2023