

PENNSAUKEN LIBRARY BOARD

Board Minutes – January 23, 2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, January 23, 2023 at 6:24 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

Swearing-in for New Appointees and Representatives.

Mr. Fisher Hughes swore in:

- Ms. Diane Johnson – reappointed for a 5-year term as a Trustee
- Ms. Jassma Jarbough – reappointed for a 1-year term as the Pennsauken Mayor's Representative
- Ms. Bridget Zino - reappointed for a 1-year term as Pennsauken School District Representative

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Ellyn McMullin, Ms. Tanya Finney-Estrada, Library Director; Ms. Bassma Jarbouh, Pennsauken Mayor's Representative, Ms. Bridget Zino, Pennsauken School District Representative and Marie McKenna, Township Liaison.

The following members participated virtually: Ms. Bridget Killion, Ms. Vickie Kristian, and Mr. Scott Murphy
Absent: Mr. Martin Slater and Mr. Frank Piarrulli, Solicitor

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 – Ellyn McMullin; Board Secretary – Vickie Kristian. There were no nominations from the floor. Slate considered as one. Slate approved by unanimous roll call vote.

Minutes

Ms. Johnson made a motion to adopt the December minutes as amended (name spelling errors); seconded by *Ms. Kristian*. Motion passed by unanimous roll call vote

Treasurer's Report

1. *Ms. Johnson* moved and *Ms. Zino* seconded the approval of the December 2022 Income Report through December 2022. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* questioned the additional amount of State Aid of \$231.00
 - b. *Ms. Finney Estrada* responded it was not State Aid; it is a distribution from the *Local Library Support Fund*, a New Jersey tax return charity.
2. *Ms. Johnson* moved, and *Ms. Jarbough* seconded, a motion to approve the Appropriations Report for December 2022. Motion passed by unanimous roll call vote
 - a. *Ms. Finney Estrada* noted that the transfer from operating to capital expense for certain items will happen after all other charges for 2022 have been made
 - b. *Ms. Finney Estrada* noted that books that came in December have not been paid yet.
3. *Ms. Johnson* moved, and *Ms. Zino* seconded, a motion to approve the list of Outstanding Bills to be paid on January 23, 2023, in the amount \$59,749.50, from the 2022 budget. Motion passed by unanimous roll call vote.
 - a. *Ms. McMullin* advised that the expense of \$3,010.52 to Johnson Controls for **Line Item 6030: Computer Service** was for the three additional security cameras recently installed
 - b. *Ms. McMullin* advised that the expense of \$3,355 to Miles Technology for **Line Item 6030: Computer Service** is the annual fee for software/support.

- c. *Ms. Killion* questioned the expense of \$3,693.69 to Dell for **Line Item 6110: Equipment**
Ms. Finney Estrada responded that was for three new computers and monitors.
 - d. *Ms. Fisher-Hughes* questioned the expense of \$396.16 to Tanya Finney Estrada for **Line Item 6175: Travel**
Ms. Finney Estrada responded that was the total travel cost of the four conferences she attended in 2022.
4. *Ms. Johnson* moved, and *Mr. Murphy* seconded, a motion to approve the list of Outstanding Bills to be paid on January 23, 2023, in the amount of \$8,250.62, from the 2023 budget. Motion passed by unanimous roll call vote.
- a. *Ms. McMullin* advised that the expense of \$403.32 to Johnson Controls for **Line Item 6030: Computer Service** was for the 3-month maintenance fee for the new security cameras.
 - b. *Ms. McMullin* advised that the expense of \$694.00 to Miles Technology for **Line Item 6030: Computer Service** was for new batteries
 - c. *Ms. Killion* questioned the expense of \$1,749.00 to Biblioteca for **Line Item 6110: Equipment**
Ms. Finney Estrada responded that was for the 2022 annual agreement
 - d. *Ms. Finney Estrada* noted that the N.J. Library Trustee Association fee of \$180.00 in **Line Item 6170: Professional Development** was for the 9 members of the Board (\$20.00/person)
 - e. *Ms. Finney Estrada* noted that the P.M.A.C. membership cost of \$500.00 in **Line Item 6170: Professional Development** was being split 50/50 between the Library and the Friends organization.
5. *Ms. Kristian* moved and *Ms. Zino* seconded a motion to approve the Purchase Card Expenditures made in December in the amount of \$449.67. Motion passed by unanimous roll call vote.
- a. *Ms. Finney Estrada* noted that the Adventure Aquarium cost of \$199.96 in **Line Item 6050: Programming** would be reimbursed by the Library Friends for the Summer Reading prize.
6. Account Balances – As of December 31, 2022
- Republic Operating Account: \$35,5319.53
 - Republic Capital Reserve Account: \$103,171.11
 - Republic Purchase Account: \$1,765.55
 - State Street Cash Management Account: \$1,521.21

Communications

Letter received by the Library Director from the New Jersey State Library was distributed to Library Trustees regarding Trustee's responsibilities

Director's Report

See report. Additional information:

- A former college unpaid intern who recently completed her MLS is now a paid intern
- PFPL is collaborating with Roosevelt School for a Maker's Day event in March

Committee Reports

Budget Committee

- Preliminary 2023 Operating Budget discussed

Personnel

- Looking to streamline the Director Evaluation process, requested input from Trustees re: what worked/what didn't work

Policy

- Noted the need for certification of 2 recent resolutions

Strategic Planning Committee

- Expect to meet in February for review of 2022

Friends of the Library

- Holiday Book & Media Sale planned for February 11 (Romance novels & movies only)
- Bake Sale also scheduled for February 11th
- Annual Art Show to be in the magazine section the end of April

School District

- ELL program in collaboration with Ms. Vega, Circulation Supervisor

Unfinished Business

- Ms. Johnson requested donation of \$140.00 to close out debt for Stephanie memorial.

New Business

- A motion was made by Ms. Johnson seconded by Ms. Jarbough to designate the Courier-Post and the Retrospect Newspapers as the official newspapers for Public Notices. Motion was passed by unanimous roll call vote. **Resolution #2023-01: Designation of the Courier-Post Newspaper and the Retrospect Newspaper as the Official Newspapers for Public Notices for PFPL.**
- A motion was made by Ms. Johnson seconded by Ms. Jarbough to designate the Republic Bank and State Street Bank & Trust Company as Library Depositors for the Board of Trustees of PFPL. Motion was passed by unanimous roll call vote. **Resolution #2023-02: Designation of Republic Bank and State Street Bank and Trust Company as Library Depositors for the Board of Trustees of PFPL.**
- A motion was made by Ms. McMullin and seconded by Ms. Johnson to appoint Frank Piarulli as solicitor to the Board of Trustees of PFPL on an "As needed basis". Motion was passed by unanimous roll call vote. **Resolution #2023-03 Appointment of Frank Piarulli as Solicitor to the Board of Trustees of PFPL on an "As Needed Basis".**
- A motion was made by Ms. Kristian and seconded by Ms. Killion to appoint Ditmars, Perazza & Co., as Auditors to the Board of Trustees of PFPL. Motion was passed by unanimous roll call vote. **Resolution #2023-04 Appointment of Ditmars, Perazza & Co.,LLP as Auditors for the Board of Trustees of PFPL.**

Closed Session

- A motion was made at 7:45p by Ms. Johnson and seconded by Ms. McMullin to go into Closed Session to discuss Personnel matters after which no action will be taken. Motion was passed by unanimous voice vote.
- A motion was made at 7:56p by Ms. McMullin and seconded by Ms. Johnson to go out of Closed Session. Motion was passed by unanimous voice vote.

Board Comments

- Congrats to Ms. Kristian on new position.

Adjournment

Mr. Murphy made a motion, seconded by Ms. McMullin to adjourn the meeting. Meeting adjourned at 8:05pm.

Next Meeting – February 27, 2023

PENNSAUKEN LIBRARY BOARD

Board Minutes - February 27, 2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, February 27, 2023 at 6:08 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 in person: Mr. Robert Fisher-Hughes, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director, Ms. Marie McKenna, Township Liaison.

The following members participated virtually: Ms. Bassma Jarbough, Mr. Scott Murphy, Ms. Bridget Zino, Pennsauken School District Representative

Absent: Ms. Diane Johnson, Mr. Frank Piarulli, Solicitor

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

Minutes

Ms. Kristian made a motion to adopt the January minutes as amended (date correction). Seconded by Ms. Zino. Minutes deemed accepted without objections.

Treasurer's Report

1. Mr. Slater moved and Ms. McMullin seconded the approval of the January 2023 Income Report through January 2023. Motion accepted as reported.
2. Ms. Killion moved and Ms. Kristian seconded a motion to approve the Appropriations Report for January 2023. Motion passed by unanimous roll call vote.
 - a. Question raised regarding Line item 6110 - Equipment. Should it be budgeted higher since we have already overspent in January? Ms. Finney-Estrada answered that most of the expenditures will be reimbursed with Capital Reserve funds. The same is true for Line Item 6225 - Furniture.
3. Ms. McMullin moved and Ms. Kristian seconded, a motion to approve the list of Outstanding Bills to be paid on February 27, 2023 in the amount of \$4,872.62, from the 2022 budget. Motion passed by unanimous roll call vote.
4. Mr. Slater moved and Ms. Zino seconded a motion to approve the list of Outstanding Bills to be paid on February 27, 2023, in the amount of \$55,413.91, from the 2023 budget. Motion passed by unanimous roll call vote.
 - a. Question was raised regarding a listing Information Today in Line Item-Books for \$483.53. Ms. Finney-Estrada responded that it was for a subscription for "Literary

Marketplace” that is used by staff as reference material. It will not be renewed next year.

5. Ms. Kristian moved and Ms. Jarbough seconded a motion to approve the Purchase Card Expenditures made in January in the amount of \$455.98. Motion passed by unanimous roll call vote.
 - a. Clarifications made by Ms. Finney-Estrada - Netnanny (\$89.99) is needed to be in compliance with the Children's Internet Protection Act , Nintendo (\$21.31 was for a switch and Blooket (\$4.99) is a service similar to Cahoot and is used for activities like trivia nights.
6. Account Balances - as of January 31, 2023
 - Republic Operating Account: \$262,449.14
 - Republic Capital Reserve Account: \$103,261.56
 - Republic Purchase Account: \$1,310.91
 - State Street Cash Management Account: \$1,526.65

Correspondence/Communications - none

Director's Report

See report. Additional information:

1. Kim Davis, pool librarian, resigned to take a full time School Librarian position.

Committee Reports

Budget Committee

- Ms. McMullin reviewed the draft 2023 Operating Budget. The biggest increase in spending is salaries. She also pointed out that we receive a small amount of State Aid through the Local Library Support Fund, which is a donation box one can check when completing New Jersey Income Tax forms and questioned whether it needs its own line entry. The suggested Line item will not be included in the 2023 budget. It was also recommended that line entries 6235, for COVID-19 supplies, and 6290, for bank fees, be eliminated. The committee hopes to vote to approve this budget at our March meeting.

Buildings and Grounds

- Mr. Slater reported that the new tables have been installed in the Community Room. See Director's Report for details.

- Ms. McMullin asked about deep cleaning of the floors in the Community Room. This has not been done since before Ms. Finney-Estrada came. Patrons have complained. Mr. Slater suggests we get quotes for stripping, waxing, etc.

Personnel - no report.

Policy

- Ms. McMullin noted that the Borrowing Policy and the Fine and Fees Policy needed to be revised and amended due to discrepancies in the policies regarding Launchpads, Hot Spots and Museum Passes.
- A Guidelines for Hybrid Meetings is an upcoming discussion.

Strategic Planning - no report

Friends of the Library

- February Bake Sale made \$150 and Romance Book and Media Sale made \$75.
- The Annual Membership Meeting will be Saturday April 1st.
- Annual Art Show and Poetry Contest are being planned.

School District

- See the Community Outreach section of the Director's Report
- Ms. Zino said she will promote the Poetry contest and is helping with the Library's Makerspace Day at Roosevelt STEM School.

Unfinished Business

- Personnel Committee is still reviewing the Director's Performance Evaluation.
- Ms. McMullin explained that the final version of the revised and updated bylaws included in this packet were adopted in 2022.

New Business

- The 2023 Proposed Budget - presented to the Board for review and discussion: vote to be taken on final budget at the March meeting.
- A motion was made by Ms. McMullin and seconded by Ms. Jarbough to accept the Borrowing Policy as revised and amended. Motion passed by unanimous roll call vote. **Resolution #2023-05: Approval of revision and update of the Borrowing Policy.**
- A motion was made by Mr. Slater and seconded by Ms. Killion to accept the Fines and Fees Policy as revised and amended. Motion passed by unanimous roll call vote. **Resolution #2023-06: Approval of revision and update of the Fines and Fees Policy.**

Public Comment - none

Closed Session - none

Board Comments - Discussed ideas for having floors cleaned.

Adjournment

Ms. McMullin made a motion, seconded by Mr. Murphy to adjourn. . Meeting adjourned at 8:05.

Minutes respectfully submitted by Ms. Kristian, Board Secretary

PENNSAUKEN LIBRARY BOARD

Board Minutes - March 27, 2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, March 27, 2023 at 6:13 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 in person: Mr. Robert Fisher-Hughes, Ms. Bassma Jarbough, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director

The following members participated virtually: Mr. Scott Murphy, Ms. Bridget Zino, Pennsauken School District Representative

Absent: Mr. Frank Piarulli, Solicitor, Ms. Marie McKenna, Township Liaison

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

Minutes

Ms. McMullin made a motion to adopt the February minutes. Seconded by Ms. Jarbough. Minutes deemed accepted without objections.

Treasurer's Report

1. Ms. McMullin moved and Ms. Jarbough seconded the approval of the February 2023 Income Report through February 2023. Motion accepted as reported.
2. Ms. Johnson moved and Ms. Jarbough seconded a motion to approve the Appropriations Report for February 2023. Motion passed by unanimous roll call vote.
 - a. Question raised regarding why Line item 5050/60 - SUI/SDI seems too low (\$33.92). Ms. Finney-Estrada will look into it.
3. Ms. Johnson moved and Mr. Murphy seconded a motion to approve the list of Outstanding Bills to be paid on March 27, 2023 in the amount of \$75,410.16 from the 2023 budget. Motion passed by unanimous roll call vote..
 - a. Clarification made by Ms, Finney-Estrada - Line Item 6170, Professional Development for Alexa Bongala is payment for notary training.
4. Mr. McMullin moved and Ms. Kristian seconded, a motion to approve the Purchase Card Expenditures made in February in the amount of \$716.39.. Motion passed by unanimous roll call vote.
 - a. Clarification made by Ms. Finney-Estrada - under Line Item 6050 Programming, Jo-Ann Stores is for craft supplies..

5. Account Balances - as of February 28, 2023
 - Republic Operating Account: \$442,060.18
 - Republic Capital Reserve Account: \$103,340.77
 - Republic Purchase Account: \$595.13
 - State Street Cash Management Account: \$1,531.79

Correspondence/Communications

1. Ms. Finney-Estrada received a formal resignation letter from pool librarian, Kim Davis effective February 27, 2023.

Director's Report

See report. Additional information:

1. New hires will hopefully start in May with a day of orientation. A new employee packet is being developed.
2. Our Access Navigator is the busiest site in the state. They might start coming twice a week.
3. An afternoon tea with a guest speaker is being planned for the Saturday of Mother's Day weekend. The last time this was offered was in 2019.

Committee Reports

Budget Committee

- Ms McMullin, Mr Fisher-Hughes, and Ms. Finney-Estrada met with Liz Peddicord, Pennsauken Township CFO, and Tim Killion, Pennsauken Township Administrator.. The meeting was held at our request to establish some norms to open and maintain regular communication and mutual consultation on matters concerning the Library and the expected sharing of space.

Buildings and Grounds

- Quotes were requested for refinishing the Community Room floor. Gary's Janitorial, who formerly worked in Pennsauken schools and does the Police Station, sent a quote to Ms. Finney-Estrada. \$900 for the Community room. \$800 for the Lobby, or both for \$1500. The job would take about 12 hours and they recommended beginning work at closing on a Saturday and working into Sunday. An additional quote will be requested from Mac's Janitorial.
- Ms. Killion asked that the committee look into having the public ladies room faucet repaired or replaced as the fixture is very loose.

Personnel

- A meeting was held on March 14th to discuss the Director's salary evaluating information researched by Ms. Killion and additional information provided by Ms. Finney-Estrada.
- The committee has a candidate for the position of Board Recording Secretary.

Policy

- No meeting held but Ms. McMullin reported that a Guidelines for Hybrid Meetings Policy is being prepared for upcoming discussion.
- A reminder was given to board members to be aware that Conflict of Interest, Ethics Statement and Financial Disclosure forms will be coming out soon and need to be completed promptly.

Strategic Planning -

- No meeting held but Ms. Kristian reported that an evaluation of the seventy five actions spread throughout the eight goals shows 20% are complete, 28% are ongoing, and 32% are in-progress.

Friends of the Library

- The first Annual Meeting since 2019 will be Saturday April 1st. Ms. Finney-Estrada will be the guest speaker and will share the latest renderings of plans for the new building
- New officers will be elected and a bylaws change will be considered to make a new membership category for students.
- New Friends members have inquired as to whether the library has a way to generate QR codes. They feel it would be a good way to share information.
- There will be a Spring Fundraiser held on Sunday June 11th at 1:00 with tickets \$30 in advance and \$35 at the door. All proceeds will support the STREAM Initiative.
- Ms. McMullin thanked the library staff (primarily Alison and Heather) for their help in getting the Friends' programs seen on social media and she also thanked Ms. Zino for doing a fantastic job connecting the Friends of the Library to students.

School District

- Ms. Zino is promoting the Poetry contest and helped to organize the Library's Makerspace Day at Roosevelt STEM School. She has also involved the Library in the Baby Initiative evenings.
- Ms. Zino stated that about 40-50% of our school families speak Spanish and suggested it would be helpful if all flyers and other library information shared would be translated into Spanish. Ms. Finney-Estrada said she is working on doing that.

Unfinished Business

- A motion was made by Ms McMullin and seconded by Ms. Johnson to accept the proposed Operating Budget for 2023. Motion passed by unanimous roll call vote. A question was asked as to how soon this will be implemented specifically for salary. Ms, Finney-Estrada said it would be reflected in the next payroll.

New Business

- Ms McMullin made a motion and Ms. Kristian seconded to accept The Final Appropriations Report for December 2022 with Line Item Transfers . Motion passed with unanimous roll call vote. **Resolution #2023-07: Approval Authorizing Transfer of Line items in the 2022 Budget.** Notification was made that these transfers were possible because we did not hire additional staff in 2022 as expected.

Public Comment - none

Closed Session

- A motion was made by Ms. Johnson and seconded by Mr. Murphy to go into closed session at 8:10. No objections. Personnel matters were discussed. A motion was made by Ms. Johnson and seconded by Mr. Slater to go out of closed session at 8:40. No objections.

Action on Closed Session - none taken

Board Comments -

Adjournment

Mr. Slater made a motion, seconded by Ms. Zino to adjourn. . Meeting adjourned at 8:45.

Minutes respectfully submitted by Ms. Kristian, Board Secretary

PENNSAUKEN LIBRARY BOARD

Board Minutes - April 24, 2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, April 24, 2023 at 6:13 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Scott Murphy, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director

The following members participated virtually: Ms. Bridget Zino, Pennsauken School District Representative, *arrived virtually at 7:15:* Ms. Diane Johnson

Absent: Ms. Bassma Jarbough, Jarbough, Mayor's Representative, Mr. Frank Piarulli, Solicitor, Ms. Marie McKenna, Township Liaison

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

Minutes

Ms. McMullin made a motion to adopt the March minutes, seconded by Mr. Slater. Minutes deemed accepted without objections.

Treasurer's Report

1. Ms. McMullin moved and Ms. Killion seconded the approval of the March 2023 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Killion moved and Mr. Murphy seconded a motion to approve the Appropriations Report for March 2023. Motion passed by unanimous roll call vote.
 - a. Ms. McMullin questioned how half of line item 6010 - Periodicals was spent already. Ms. Finney-Estrada explained that cost represented our EBSCO subscription service.
 - b. Ms. Kristian asked whether online subscriptions would be cheaper for some titles. Ms. Finney-Estrada said she is analyzing our magazine subscription usage and will make adjustments to our order by the end of the year.
 - c. Question was raised regarding line item 6050 - Programs, that is already half spent. Ms. Finney-Estrada explained that some of it was used for Maker's Day at Roosevelt School. Some was also spent on the internship program. Two interns will be hired as permanent staff members as of mid-May. Their pay will now come out of line item 5000 - Salaries.

- d. Question was raised regarding line item 6225 - Furniture. Only 20.50% is left. Ms. Finney-Estrada explained that the money spent represents the installation of new tables in the Community Room. The furniture itself is a capital expense.
3. Ms. Killion moved and Mr. Murphy seconded a motion to approve the list of Outstanding Bills to be paid on April 24, 2023 in the amount of \$73,342.09 from the 2023 budget. Motion passed by unanimous roll call vote.
- a. Clarifications made by Ms. Finney-Estrada: Line Item 6050 - Programs, Brigid Austin was paid for teaching yoga. The Friends will reimburse this cost. Line item 6230 - Library Supplies, the Ready Refresh is for bottled water.
4. Mr. Slater moved and Ms. Zino seconded a motion to approve the Purchase Card Expenditures made in March in the amount of \$746.71. Motion passed by unanimous roll call vote.
- a. Clarification made by Ms. Finney-Estrada - under Line item 6050 Programming, Five Below is for potted plants given out on Earth Day and Seed Studio was for Maker's Day supplies.
5. Account Balances - as of March 31, 2023
- Republic Operating Account: \$397,880.35
 - Republic Capital Reserve Account: \$82,075.27
 - Republic Purchase Account: \$848.76
 - State Street Cash Management Account: \$1,537.68

Correspondence/Communications - none

Director's Report

See report. Additional information:

1. Seven new hires will start in May with a day of orientation. Resumes of the recommended hires were included with the Director's Report. There is a 90-day probation period. The question arose as to whether they meet Pennsauken residency requirements. Ms. Finney-Estrada said that no one from Pennsauken applied for the professional positions.
2. As PFPL's Access Navigator is the busiest in the state, they will continue to be funded for 2 days a week through the end of May.
3. The adult yoga class, sponsored by the Friends of the Library and previously held through March and April, has also been very popular and will now run through May

Committee Reports

Budget Committee

- Ms. McMullin reported that all issues have been resolved and no meeting was needed.

Buildings and Grounds - no meeting

- A reminder was made that there is still a broken faucet in the women's public restroom.
- Still waiting for cost estimate for deep cleaning and re-waxing Community Room floor from 1 vendor.

Personnel

- Ms. Johnson reported that a meeting was held to discuss the Director's salary and that the Director's evaluation forms will be shared soon.
- The committee has a candidate for the position of Board Recording Secretary and Ms. Johnson, Ms. McMullin and Ms. Kristian will conduct the interview as soon as possible.

Policy

- Ms. McMullin reported that a Guidelines for Hybrid Meetings has been prepared and will be presented for discussion and approval under New Business.

Strategic Planning

- Ms. Kristian reported that a meeting is scheduled for Monday evening, May 8th at 5:00.

Friends of the Library

- The Art show started today in the magazine area of the library. There will be a reception with refreshments on Saturday, April 29th.
- The Spring Fundraiser - wine tasting and an art auction will be held on Sunday, June 11th at 1:00. Tickets go on sale on May 1st. \$30 in advance and \$35 at the door. All proceeds will support the STREAM Initiative.

School District

- Ms. Zino reported that she is promoting the Poetry contest. 82 submissions were received to date electronically and Ms. Zino will visit each school to pick up paper submissions by Friday, April 28th

Unfinished Business

- A motion was made by Ms. McMullin and seconded by Mr. Murphy to accept minor changes to the Appropriations Report for December 2022 with Line Item Transfers. (Originally approved March 27, 2023 through **Resolution #2023-07: Authorizing Transfer of Line Items in the 2022 Budget.**) Motion passed by unanimous roll call vote. Final version of Resolution #2023-07 will be included in the May meeting packet.

New Business

- Minor changes were made to the 2023 Budget: reducing funding available for line item #6125 Lemonade 4 Change for \$202.66 and increasing item #6000-Books by the same amount.
- Ms. Finney-Estrada presented a slate of seven new hire recommendations. A motion was made by Ms. McMullin and seconded by Ms. Kristian to accept the slate of new hires as presented. Motion carried by unanimous roll call vote. Mr. Slater asked that it be confirmed that we are abiding by residency requirements.
- A motion was made by Ms. Killion and seconded by Mr. Murphy to accept the Hybrid Board Meeting Guidelines presented by Ms. McMullin. Motion passed by unanimous roll call vote. **Resolution #2023-08: Approval of Guidelines for Hybrid Meeting.**

Board Comments

- Ms. Finney-Estrada announced that she is hosting a Staff Appreciation Night at Pinsetter Bar & Bowl on Friday, April 28th and invited all Board Members to attend.
- Mr. Slater thanked Ms. Finney-Estrada for all of the hard work regarding the hiring of seven new employees.
- Ms. McMullin commented that since the Library will be fully staffed, she hopes to see PFPL open on Sundays in the Fall.
- Ms. Johnson invited all Library Board members to a continental breakfast and service commemorating Memorial Day at Pennsauken High School on Friday, May 26th at 8:30 AM. The service begins at 9:00 AM.

Adjournment

Ms. McMullin made a motion, seconded by Mr. Murphy to adjourn. Meeting adjourned at 7:42.

Minutes respectfully submitted by Ms. Kristian, Board Secretary.

PENNSAUKEN LIBRARY BOARD

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Board Minutes - May 22, 2023

As amended and adopted 6/26/2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, May 22, 2023 at 6:10 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Bassma Jarbouh, Ms. Diane Johnson (arrived at 7:30), Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Scott Murphy, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director, Ms. Marie McKenna, Township Liaison

The following members participated virtually: none

Absent: Ms. Bridget Killion, Ms. Bridget Zino, Pennsauken School District Representative, Mr. Frank Piarulli, Solicitor, Ms. Marie McKenna, Township Liaison

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

Minutes

Ms. McMullin made a motion to adopt the April 2023 minutes. Seconded by Mr. Slater. Minutes deemed accepted without objections and with one correction. The statement **Resolution #2023-08: Approval of Guidelines for Hybrid Meeting** was added at the end of New Business.

Treasurer's Report

1. Ms. Kristian moved and Ms. Jarbouh seconded the approval of the April 2023 Income Report. Motion passed by unanimous roll call vote.
 - a. Ms McMullin recommended that the line "Fines - 15 cents per day per book; \$1 per day per video" be removed as these fees are no longer collected.
2. Ms. McMullin moved and Mr. Murphy seconded a motion to approve the Appropriations Report for April 2023. Motion passed by unanimous roll call vote.
 - a. A motion was made by Ms McMullin and seconded by Mr. Murphy to designate that staff salary increases in the 2023 budget be in effect as of January 1, 2023. Motion passed by unanimous roll call vote. **Resolution #2023-9: Authorizing 2023 Staff Salary increases January 1, 2023.**
 - b. Ms. McMullin raised a question regarding why line item 5050/60 SUI/SDI is so low. Ms. Finney-Estrada said the library has checked with the township and that is the amount they are charging us.
 - c. Ms McMullin raised a question regarding when adjustments will be made to line item 6110 Equipment. Ms. Finney-Estrada replied it should be reallocated next month.

3. Mr. Slater moved and Ms. McMullin seconded a motion to approve the list of Outstanding Bills to be paid on May 22, 2023 in the amount of \$80,642.27 from the 2023 budget. Motion passed by unanimous roll call vote.
 - a. Questions regarding line item 6030 Zoobean for \$1,453.00. Ms. Finney-Estrada explained that this is payment for Beanstack, our Summer Reading software.
 - b. Ms McMullin asked a question regarding Dell Technologies under line item 6110 Equipment. This payment was for 2 new computers. One for the new Tech Assistant and one to replace Stephanie's old one.
 - c. Question was asked regarding East End Group under line item 6220 Building Maintenance. This company is the landscaping service that replaced Maple Leaf when that company went out of business.
4. Ms. Kristian moved and Ms. Jarbough seconded a motion to approve the Purchase Card Expenditures made in April in the amount of \$292.71. Motion passed by unanimous roll call vote.
5. Account Balances - as of April 30, 2023
 - Republic Operating Account: \$572,027.31
 - Republic Capital Reserve Account: \$82,138.23
 - Republic Purchase Account: \$556.53
 - State Street Cash Management Account: \$1,543.60

Correspondence/Communications - none

Director's Report

See report. Additional information:

1. Seven new hires started on May 15th with a full day of orientation.
2. The Afternoon Tea was held for the first time since 2019. Six students from the high-school volunteered to be servers. The guest speaker was Karen Jordan, the daughter of a member of the only unit of women of color sent overseas in World War II.
3. The Library hosted the Asian American Pacific islander Heritage Festival on Sunday May 7th. Over 150 people attended.
4. Access Navigator services are expected to be discontinued at the end of May.
5. The lobby and Community Room floors will be cleaned and finished this Saturday, when PFPL is closed for Memorial Day weekend, at a cost of \$1,500.

Committee Reports

Budget Committee

- Ms McMullin reported that the Transfer of Line Items in the 2022 Budget authorized by Resolution #2023-07 has been completed.

Buildings and Grounds - no meeting

- The opening of the construction bids has taken place regarding the new Municipal Complex. All bids were within \$700,000 of each other. Evaluation of the bidders is underway now.
- The lobby and Community Room floors will be cleaned and finished this weekend.

Personnel

- Mr. Fisher-Hughes reported that Ms. Johnson is gathering feedback and preparing the Director's evaluation. The goal is to bring the evaluation to the Board in July.
- Personnel matters deferred to closed session when Ms. Johnson arrives.

Policy

- Ms. McMullin reported that the 2008 Bulletin Board Policy has been revised and is now the Public Information Display Areas Policy. It will be presented during new business.

Strategic Planning

- Ms. Kristian reported that a meeting was held on Monday, May 8th at 5:00 pm to review progress made during the first 4 months of 2023. Ms. McMullin requested that a written report be prepared.

Friends of the Library

- The Poetry Contest was held earlier this month and received over 400 entries. The twenty-four winners were recognized at an awards ceremony held at the Intermediate School on Wednesday May 17th. About 100 people attended. Frank Sinatra came to take pictures and Ms. Finney-Estrada was the guest speaker. Ms. Zino was very helpful in getting the schools involved and excited about this event.
- The Spring Fundraiser - a Wine Tasting and Silent Art Auction will be held on Sunday June 11th at 1:00. Tickets go on sale on May 1st. \$30 in advance and \$35 at the door. All proceeds will support the STREAM Initiative.
- Ms. McMullin and Mr. David Pellack, President of the Friends, attended a PMAC networking event held at Scrub Daddy. Only about 25 people attended, but they were able to share information about the Friends STREAM initiative for developing a Makerspace or "Imagination and Creativity" area in the new library building.

School District - no report

Unfinished Business

- Personnel matter - to be discussed at closed session.

New Business

- A motion was made by Ms. McMullin and seconded by Mr. Murphy to approve the Public Information Display Areas Policy as presented by Ms. McMullin. Motion passed by unanimous roll call vote. **Resolution #2023-10: Approval of the the Public Information Display Areas Policy**

Public Comment

- Ms. McKenna, Township Liaison invited everyone to attend the Merchantville Women's Club's Taste of Pennsauken to be held tomorrow at Pennsauken Country Club.
- Ms. Finney-Estrada encouraged everyone to participate in the Library's first "Best of 'Sauken" contest and vote for their favorite local restaurants.
- Ms. Finney-Estrada thanked Ms. McMullin for her work in producing a successful Poetry Contest.

Closed Session - A unanimous vote was taken to go into Closed Session at 7:27 pm to discuss personnel matters. A motion was made by Ms. Johnson and seconded by Ms. McMullin to go out of Closed Session at 8:18 pm.

Action on Closed Session

- A motion was made by Ms. Johnson and seconded by Mr. Murphy to Adjust the Director's salary. Motion passed with unanimous roll call vote.

Board Comments

- Ms. Johnson invited all Library Board members to a continental breakfast and service commemorating Memorial Day at Pennsauken High School on Friday, May 26th at 8:30. The service begins at 9:00.
- Ms. Johnson asked all Board members to expect the Director's Evaluation to be sent out in the near future.
- Mr Fisher-Hughes reported about a N.J. Trustee Update that he attended regarding First Amendment Audits particularly about filming in the Library. Also, a recent court decision may invalidate some of the concealed carry in public laws. If this happens, we may have people walking around the library with guns. Some people may try to push these issues and we must be prepared to respond.

Adjournment

Mr. Murphy made a motion to adjourn, seconded by several. Meeting adjourned at 8:45 pm.
Minutes respectfully submitted by Ms. Kristian, Board Secretary

PENNSAUKEN LIBRARY BOARD

Board Minutes - June 26, 2023

As amended and adopted 7/24/2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday June 26, 2023 at 6:18 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms Diane Johnson , Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Scott Murphy, Mr. Martin Slater, Ms. Tanya Finney Estrada, Library Director, Ms. Marie McKenna, Township Liaison, Ms. Bridget Zino, Pennsauken School District Representative.

The following members participated virtually: Ms Bridget Killion

Absent: Mr. Frank Piarulli, Solicitor, Ms Bassma Jarbough, Mayor's Representative

Minutes were taken by Ms. Chamberlin, Board Recording Secretary.

Minutes

Ms. McMullin made a motion to adopt the May 2023 minutes. Seconded by Ms Johnson. Minutes deemed accepted without objections and with three corrections. Correct the spelling of "Jarbough" and "McMullin" in the Treasurer's Report section. Remove the word "retroactive" from Resolution #2023-9, also in the Treasurer's Report section.

Treasurer's Report

1. Ms. Johnson moved and Ms. Zino seconded the approval of the May 2023 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Johnson moved and Mr. Murphy seconded a motion to approve the Appropriations Report for April 2023. Motion passed by unanimous roll call vote.
3. Ms. Johnson moved and Mr. Murphy seconded a motion to approve the list of Outstanding Bills to be paid on June 26, 2023 in the amount of \$72,436.97 from the 2023 budget. Motion passed by unanimous roll call vote.
 - a. Ms. Finney Estrada explained the charges under Line Item

6050: Programs:

- Bridget Austin reimbursed for yoga classes
- Ryan Brady reimbursed for Comic Book Illustration Class
- Ms. Finney-Estrada supplies for Spring Roll Workshop
- Destiny Pagan reimbursed for Minnie's Magical Moments
- Kimberly Starts reimbursed for STEAM Program for Children *

4. Ms. Johnson moved and Ms. Kristian seconded a motion to approve the Purchase Card Expenditures made in May in the amount of \$1,109.42. Motion passed by unanimous roll call vote.

5. Account Balances - as of May 31, 2023

- Republic Operating Account: \$466,800.05
- Republic Capital Reserve Account: \$82,212.49
- Republic Purchase Account: \$1,448.27
- State Street Cash Management Account: \$1,549.96

Correspondence/Communications - none

Director's Report

See report. Additional information:

1. Ms. Finney Estrada asked Board members to take a flyer for the Summer Reading Program.
2. Access Navigator services ended June 10, 2023. PFPL will continue to provide these services with its own staff.
3. PFPL received 23 refurbished laptops thanks to sponsorship by A2D Radio Network and the local non-profit Team Children.
4. Ms. Finney Estrada is acting as head of Adult Services. All newly hired librarians are the same level - Librarian 1

Committee Reports

Budget Committee - no report

Buildings and Grounds

- See Director's Report - Ms. Finney Estrada is waiting to hear from EJ (he works for Pennsauken Public Works) regarding help with the HVAC system and weed removal around the AC condenser units.

Personnel

- Met June 14, 2023 to go over the evaluation process and go over the employee manual.

- Director's evaluation will be sent to the Board Members Wednesday, June 28, 2023, to be completed as soon as possible. The goal is to finalize the evaluation at the July Board Meeting..

Policy

- The draft of the Public Relations policy was renamed the Media Relations Policy. It now has 2 parts: Library Spokesperson and News Gathering.
- The committee updated the Petty Cash Fund Policy to maintain the \$300 balance.
- The committee updated and renamed the Registration Fee Policy.
- The next meeting will be Tuesday, September 10th at 12:30PM.

Strategic Planning - See Written Report

Friends of the Library

- The Art Auction and Wine Tasting Event netted over \$1,400.00. The 2019 event had more co-sponsors and netted about \$1,000.00 more. Planning for the 2023 event was delayed due to Inglesby Funeral Home waiting on Owner approval.
- The next events are the Book and Media Sale, Bake Sale and Plant Swap. These events take place during the weekend of September 15, 2023 to September 17, 2023. Book collection starts immediately after the Summer Reading Program ends.
- Fall raffle will kick off October 1, 2023.
- Friends Membership Drive is on-going and 150 letters to former members and past program participants have been sent out.

School District

- Ms. Zino offered high school students as volunteers for the upcoming Book and Media Sale.

Unfinished Business - None

New Business

- A motion was made by Ms. Kristian and seconded by Mr. Murphy to approve the Media Relations Policy. Motion passed by unanimous roll call vote. **Resolution # 2023-11: Approval of the Media Relations Policy.** Ms. McMullin pointed out that paragraph 3 of the Spokesperson section applies to both library employees and library trustees.

- A motion was made by Ms. McMullin and seconded by Ms. Kristian to establish a petty cash fund in the amount of \$300.00. Motion passed by unanimous roll call vote. A wording error was identified during discussion. Ms. McMullin will replace the word “increase” with the word “maintain”.
Resolution # 2023-12: Establishing the Petty Cash Fund Amount
- A motion was made by Ms. McMullin and seconded by Mr. Murphy to approve the updated Program Registration Fee policy. Motion passed by unanimous roll call vote. **Resolution # 2023-13: Approval of the Program Registration Fee Policy.**
- Ms. Finney Estrada presented and distributed an Organizational Chart.

Public Comment - None

Board Comments

- Ms. McKenna thanked the board for all their hard work and remarked that it's nice to know what a dedicated staff work at PFPL
- Ms. McMullin welcomed Ms. Chamberlin to the Board.

Adjournment

Ms. McMullin made a motion to adjourn, seconded by many.. Meeting adjourned at 8:07 pm.

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.

PENNSAUKEN LIBRARY BOARD

Board Minutes - July 24, 2023

As adopted 9/25/2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday July 24, 2023 at 6:13 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Vickie Kristian, Ms. Bridget Killion, Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Tanya Finney Estrada, Library Director, Ms. Bridget Zino, Pennsauken School District Representative.

The following members participated virtually: Mr. Murphy, Mr. Ken Ditmars, Auditor.

Absent: Mr. Frank Piarulli, Solicitor, Ms. Bassma Jarbough, Mayor's Representative, Ms. Maria McKenna, Township Liaison.

Minutes were taken by Ms. Chamberlin, Board Recording Secretary.

Minutes

Ms. Zino made a motion to adopt the June 2023 minutes, seconded by Ms. Kristian. Minutes deemed accepted without objections and with one correction. Under the School District Committee report, add the words "Book and" before the phrase "Media Sale" to now read "Ms. Zino offered volunteers for the upcoming Book and Media Sale".

Audit Report

The report was given by Mr. Ditmars, Auditor. See report for details.

Treasurer's Report

1. Ms. Johnson moved and Ms. Zino seconded the approval of the June 2023 Income Report
Motion passed by unanimous roll call vote.
2. Ms. Johnson moved and Ms. McMullin seconded a motion to approve the Appropriations Report for June 2023. Motion passed by unanimous roll call vote.
 - a. Ms. Finney Estrada explained that the charges under Line Item 6110-Equipment refers to cameras being purchased.

- b. Ms. Finney Estrada also explained under Line Item 6240-Postage, prices went up but there is enough in the account to cover the additional cost.
3. Ms. Killion moved and Ms. Zino seconded a motion to approve the list of Outstanding Bills to be paid on July 24, 2023 in the amount of \$100,004.37 from the 2023 budget. Motion passed by unanimous roll call vote.
 - a. Ms. McMullin inquired as to what the Line Item 6020-Audio Visual expense of \$153.40 was for. Ms. Finney Estrada explained that it was for video games from Best Buy.
 - b. Ms. McMullin inquired as to why the Demco Bill under Line Item 6030- Computer Services was so high. It was explained that \$800 was for acid free tape.
 - c. Ms. Killion inquired why Line Item 6225-Furniture was so high and it was explained by Ms. Finney Estrada that it was because it included the assembly of the desk and chair.
 4. Ms. Killion moved and Ms. Johnson seconded a motion to approve the Purchase Card Expenditures made in June in the amount of \$1,592.02. Motion passed by unanimous roll call vote.
 - a. Under Line Item 6050-Programs Ms. McMullin explained the Starbucks Gift Cards will be reimbursed by the Friends of the Library.
 - b. Under Line Item 6030-Computer Services Ms. Finney Estrada explained that Mobile Beacon is for Hot Spot services and that Register Webs is a fee we pay each year to re-register the domain.
 5. Account Balances - as of June 30, 2023
 - Republic Operating Account: \$410,921,40
 - Republic Capital Reserve Account: \$82,280.06
 - Republic Purchase Account: \$857.22
 - State Street Cash Management Account: \$1,556.27

Correspondence/Communications -

1. Ms. Finney Estrada announced that Ceciley Binegar submitted a letter of resignation. She found full time employment elsewhere.

Director's Report

See report. Additional information:

1. Ms. Finney Estrada reiterated that a person can be questioned about a service dog if they do not have the proper paperwork/vest.
2. Ms. Johnson is having a problem getting into her library account via phone. Ms. Finney Estrada explained what needed to be done.

3. Ms. Finney Estrada mentioned Rayel Sample is now a permanent employee, filling the hours left by Cecily Binegar.
4. Ms. McMullin asked why computer classes are listed blank in the 2023 Program Statistics. Ms. Finney Estrada explained the statistics need to be updated.

Committee Reports

Budget Committee

- Ms. McMullin reported that there is a \$225,000 excess from Operations and the Committee recommends it be transferred to the PFPL Capital Budget. There will be a Budget Committee meeting in September to discuss.

Buildings and Grounds

- See Director's Report.
- A suggestion was made to use East End Landscape to put fabric and stone around the HVAC to keep the weeds down.

Personnel

- Ms. Johnson reported that the Personnel Committee met at 5:00pm today to discuss the Director's Evaluation. This will be discussed further in closed session.
- Ms. Johnson also mentioned getting the recording secretary paid.

Policy

- Ms. McMullin stated we need to certify (sign) resolutions 2023-08 through 2023-14.

Strategic Planning

- Ms. Kristian reported that a meeting is scheduled for July 26, 2023.

Friends of the Library

- Planning meetings are scheduled for the Book and Media Sale and the Fall Raffle.
- The next events are the Book and Media Sale, Bake Sale, and Plant Swap. The Friends will start taking donations on August 14th. These events take place during the weekend of September 15, 2023 to September 17, 2023. Fall raffle will kick off October 1, 2023.
- Friends Membership Drive is on-going and so far not very successful.
- The Friends will be participating in National Night Out on August 1, 2023.
- Ms. Zino suggested asking storytime moms join the Friends and Ms. Finney Estrada mentioned asking the Homeschool moms and program groups like crafters.

3. Ms. Finney Estrada mentioned Rayel Sample is now a permanent employee, filling the hours left by Cecily Binegar.
4. Ms. McMullin asked why computer classes are listed blank in the 2023 Program Statistics. Ms. Finney Estrada explained the statistics need to be updated.

Committee Reports

Budget Committee

- Ms. McMullin reported that there is a \$225,000 excess from Operations and the Committee recommends it be transferred to the PFPL Capital Budget. There will be a Budget Committee meeting in September to discuss.

Buildings and Grounds

- See Director's Report.
- A suggestion was made to use East End Landscape to put fabric and stone around the HVAC to keep the weeds down.

Personnel

- Ms. Johnson reported that the Personnel Committee met at 5:00pm today to discuss the Director's Evaluation. This will be discussed further in closed session.
- Ms. Johnson also mentioned getting the recording secretary paid.

Policy

- Ms. McMullin stated we need to certify (sign) resolutions 2023-08 through 2023-14.

Strategic Planning

- Ms. Kristian reported that a meeting is scheduled for July 26, 2023.

Friends of the Library

- Planning meetings are scheduled for the Book and Media Sale and the Fall Raffle.
- The next events are the Book and Media Sale, Bake Sale, and Plant Swap. The Friends will start taking donations on August 14th. These events take place during the weekend of September 15, 2023 to September 17, 2023. Fall raffle will kick off October 1, 2023.
- Friends Membership Drive is on-going and so far not very successful.
- The Friends will be participating in National Night Out on August 1, 2023.
- Ms. Zino suggested asking storytime moms join the Friends and Ms. Finney Estrada mentioned asking the Homeschool moms and program groups like crafters.

PENNSAUKEN LIBRARY BOARD
Board Minutes -September 25, 2023
As amended and adopted 10/23/2024

The regular monthly Meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, September 25, 2023 at 6:28 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Vickie Kristian, Ms. Bridget Killion, Mr. Martin Slater, Ms. Tanya Finney Estrada, Library Director, Ms. Bridget Zino, Pennsauken School District Representative.

The following members participated virtually: Ms. Elyn McMullin, Mr. Scott Murphy, Ms. Bassma Jarbough, Mayor's Representative.

Absent: Mr. Frank Piarulli, Solicitor, Ms. Nicole Roberts, Township Liaison.

Minutes were taken by Ms. Christine Chamberlin, Board Recording Secretary.

Minutes

1. Ms. Killion made a motion to adopt the July 2023 minutes and seconded by Ms. Johnson. Minutes deemed accepted without objections.

Treasurer's Report

1. Ms. Johnson moved and Ms. Zino seconded the approval of the July and August 2023 Income Report Motion passed by unanimous roll call vote.
2. Ms. Zino moved and Mr. Murphy seconded a motion to approve the Appropriations Report for July and August 2023. Motion passed by unanimous roll call vote.
3. Ms. Jarbough moved and Ms. Johnson seconded a motion to approve the list of August 2023 Outstanding Bills to be paid on September 25, 2023 in the amount of \$92,535.32 from the 2023 budget. Motion passed by unanimous roll call vote.
4. Ms. Johnson moved and Ms. Zino seconded a motion to approve the list of September Outstanding Bills to be paid on September 25, 2023 in the amount of \$110,218.13 Motion passed by unanimous roll call vote.

5. Mr. Slater moved and Mr. Murphy seconded a motion to approve the Purchase Card Expenditures made in July and August in the amounts of \$1,036.26 and \$435.23 respectively. Motion passed by unanimous roll call vote.

6. Account Balances - as of July 31, 2023
 - Republic Operating Account: \$520,925.20
 - Republic Capital Reserve Account: \$82,349.94
 - Republic Purchase Account: \$821.32
 - State Street Cash Management Account: \$1,563.03

7. Account Balances - as of August 31, 2023
 - Republic Operating Account: \$403,643.58
 - Republic Capital Reserve Account: \$82,419.88
 - Republic Purchase Account: \$386.55
 - State Street Cash Management Account: \$1,569.89

Correspondence/Communications -

1. Ms. Finney Estrada noted that the Pennsauken Fire and Police Departments sent a letter expressing their gratitude to the Pennsauken Library for volunteering at National Night Out in August.

Director's Report

See report. Additional information:

1. Ms. Finney Estrada noted that the updated Organizational Chart is in the Board Meeting Packet.
2. Ms. Finney Estrada explained that the new Multi Language section is near the public computers.
3. Ms. Finney Estrada mentioned that staff is working on increasing the Graphic Novels section.

Committee Reports

Budget Committee

- Ms. McMullin mentioned there will be a Finance Planning Meeting later in September to discuss Capital Expenditures for 2024-2026.

Buildings and Grounds Committee

- Mr. Slater mentioned the boiler needs to be addressed before wintertime. There will be a meeting soon to discuss. In the meantime he will be getting multiple quotes. The expense may be able to come out of capital funds..
- The building had a flood this past weekend which was caused by the HVAC system. It is currently being worked on.

Personnel Committee

- Ms. Johnson reported that the committee met on September 12 to focus on the Employee Manual. They will try to meet twice a month for a projected completion date in December.
- Ms. Johnson attended the In Service Day and noted that the presentation by the Fire and Police Department was excellent.

Policy Committee

- Ms. McMullin reported that all fees charged for extended use and cleaning, etc. will now be \$5.00, which will affect 3 different policies.
- Policies will be reviewed every 3 years.
- Grammar and spelling errors found in policies were corrected.

Strategic Planning Committee

- Ms. Kristian met in July with Ms. Finney Estrada to discuss having Town Hall Meetings. One before the holidays and one after. She discussed inviting the town to see the new plans for the library. It was also discussed doing a joint Town Hall Meeting with the township to talk about mis/dis-information. They will meet in October to start planning.

Friends of the Library Committee

- Ms. McMullin noted that the FOL now has 98 members.
- The Friends Treasurer Report consists of (4) recent events.
- **The Book & Media Sale** brought in \$1705.00, the highest since 2017. This is due to price increases. Breakdown for the Volunteers was 25 Adults and 18 High Schoolers.
- **The 50/50 Raffle** brought in \$120.00. \$60 proceeds go towards the Step up for STREAM initiative.
- **The Bake Sale** brought in \$84.00.
- **The Plant Swap and Sale** brought in \$87.00 in donations.
- FOL will be at the Fall Festival selling Raffle Tickets. There are (6) Gift Baskets and ticket prices have not increased this year. Tickets should be available by the end of next week. The Friends are still waiting for the license.

School District -

- Ms. Zino mentioned that Principal Diane Joyce's presentation at Carson's Back to School night was incredible in making people aware of the resources available to them.

Unfinished Business - None

New Business

- A motion was made by Ms. McMullin and seconded by Ms. Killion to approve the revision and updating of the Library Membership Card Policy. Motion passed by unanimous roll call vote. **Resolution # 2023-16: Approval of Revised Library Membership Card Policy.**
- A motion was made by Ms. McMullin and seconded by Ms. Johnson to approve the revision and updating of the Borrowing Policy. Motion passed by unanimous roll call vote. **Resolution #2023-17: Approval of Revised Borrowing Policy.**
- A motion was made by Ms. McMullin and seconded by Ms. Johnson to approve the revision and updating of the Fines and Fees Policy. Motion passed by unanimous roll call vote. **Resolution # 2023-18: Approval of Revised Fines and Fees Policy.**
- A motion was made by Ms. McMullin and seconded by Ms. Zino to approve the revision and updating of the Rules of Conduct for the Pennsauken Public Library. Motion passed by unanimous roll call vote. **Resolution # 2023-19: Approval of Revised Rules of Conduct for the Pennsauken Public Library.**
- A motion was made by Ms. McMullin and seconded by Ms. Killion to approve the revision and updating of the Unattended Children Policy. Motion passed by unanimous roll call vote. **Resolution #2023-20: Approval of Revised Unattended Children Policy.**
- A motion was made by Ms. Johnson and seconded by Ms. Zino to approve the revision and updating of the PFPL Personnel Manual (scheduling, overtime and sick leave sections). Motion passed by unanimous roll call vote. **Resolution # 2023-21: Approval of Revised Scheduling, Overtime and Sick Leave Sections of the PFPL Employee Handbook.**

Public Comment - None

Closed Session

- Ms. Johnson motioned and Ms. Killion seconded to go into Closed Session to discuss a personnel matter at 8:30 PM..
- Ms. Kristian made a motion and Mr. Murphy seconded to leave closed Session at 9:00 PM.

Action on Closed Session - None.

Board Comments

- Ms. Johnson thanked Ms. Finney Estrada for all she does for PFPL including running a wonderful staff in-service day.
- Ms. McMullin commented that when she attended the staff In-service day, she was pleased to see such camaraderie already developed between the old and new staff.

Adjournment

Ms. Kristian made a motion to adjourn, Mrdie Murphy seconded. Meeting adjourned at 9:02 PM. Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.

PENNSAUKEN LIBRARY BOARD
Board Minutes – October 23, 2023
as amended and adopted on 11/18/2023

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, October 23, 2023 at 6:09 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Ms. Tanya Finney Estrada, Library Director, Mr. Robert Fisher-Hughes, Ms. Bassma Jarbough, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Elyn McMullin.

The following members participated virtually: Mr. Scott Murphy, Mr. Martin Slater, Ms. Bridget Zino, Pennsauken School District Representative.

Absent: Ms. Diane Johnson, Mr. Frank Piarulli, Solicitor, Ms. Nicole Roberts, Township Liaison.

Minutes were taken by: Ms. Christine Chamberlin, Board Recording Secretary.

Minutes

1. Ms. McMullin made a motion to adopt the September 2023 minutes, seconded by Ms. Jarbough. Minutes deemed accepted with three minor corrections.

Treasurer's Report

1. Ms. Killion moved and Ms. Kristian seconded the approval of the September 2023 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Kristian moved and Ms. Zino seconded a motion to approve the Appropriations Report for September 2023. 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 on October 23, 2023, in the amount of \$83,651.33 from the 2023 budget. Motion passed by unanimous roll call vote.
4. Ms. Kristian moved and Ms. McMullin seconded a motion to approve the Purchase Card Expenditures made in September 2023 in the amount of \$989.45. Motion passed by unanimous roll call vote.
5. Account Balances - as of September 30, 2023
Republic Operating Account: \$347,119.52
Republic Capital Reserve Account: \$82,485.36
Republic Purchase Account: \$397.43
State Street Cash Management Account: \$1,576.74

Correspondence/Communications - None

Director's Report

Ms. Finney Estrada went over the Director's Report - See report for additional information.

1. Ms. Finney Estrada discussed and explained in further detail the 2022 Per Capita State Aid Survey and why the funds were more than expected-See report.

Committee Reports

Budget Committee

- Ms. McMullin reported that the Budget Committee held its final meeting of 2023 to discuss a three year capital expenses plan for 2024-2026. As of 1/1/2024 there will be \$225,348.00 in the Reserve for Capital Purchases. The plan will be presented to the Board for approval in November..

Buildings and Grounds Committee

- Mr. Slater reported the committee recommends that the boiler should be repaired, not replaced. They are getting three quotes and will be going with the lowest bid.
- Exterminator services were performed.

Personnel Committee

- Ms. Johnson was not present at the meeting. Further discussion was made on the Employee Manual.

Policy Committee

- Ms. McMullin mentioned that the last Policy Committee Meeting for the year was held in October.
- Ms. Finney Estrada reported she reviewed updated policies with staff and questions arose about fees. Corrections were made and are reflected in policies attached to this month's Board packet. Grammar and spelling errors were also corrected.
- Purchasing Guidelines are under review. An email was sent to the State Librarian for clarification. We are waiting for a response.

Strategic Planning Committee – No Report

Friends of the Library Committee

- Ms. McMullin noted that the raffle is doing well. The proceeds will benefit The Step up for STREAM Program. Raffle tickets will be available at the Fall Festival. A newsletter was also sent to Friends of the Library reminding them about purchasing tickets.

School District

- Ms. Zino reported there is an influx of new immigrant families to the schools and that she is promoting the PFPL ESL classes. She is targeting new families to offer them resources in their native language Ms Finney Estrada suggested that PFPL offer a way for ESL parents to get library cards and then register them to use Transparent Language, a platform like Rosetta Stone that includes citizenship prep classes in 110 languages.

- Newsletters and other information regarding library programs are shared with the school community.

Unfinished Business

- Ms. Finney-Estrada explained that the Library Membership Card policy did not state that you need to have a physical license. An amendment will be added to Resolution #2023-16 requiring that a physical document be presented when applying for a library card. She also mentioned that it will now be noted on the application card who are educators and who are business owners.

New Business

- A motion was made by Ms. McMullin and seconded by Ms. Killion to amend language in the library membership card policy. Motion passed by a unanimous vote. **Resolution #2023-16: Approval of Amended Language to the Library Membership Card Policy.**
- A motion was made by Ms. McMullin and seconded by Ms. Jarbough to approve the updated WiFi Hotspot Lending Program Policy. Motion passed by unanimous roll call vote. **Resolution #2023-22: Approval of the WiFi Hotspot Lending Program Policy.**
- A motion was made by Ms. McMullin and seconded by Ms. Kristian to approve the updated Launchpad Lending Program Policy. Motion passed by unanimous roll call. **Resolution #2023-23: Approval of the Launchpad Lending Program Policy.**
- A motion was made by Ms. McMullin and seconded by Ms. Killion to approve Resolution Processing Guidelines. Motion passed by unanimous roll call. **Resolution #2023-24: Resolution Processing Guidelines.**
- A motion was made by Mr. Slater and seconded by Ms. Kristian to proceed with the lowest bid to repair the boiler. Motion passed by unanimous roll call. **Resolution #2023-25: Approval to Proceed with the Lowest Bid to Repair the Boiler.**

Public Comment - None

Closed Session - None

Action on Closed Session - None

Board Comments - None

Adjournment - Mr. Murphy made a motion to adjourn; Ms. McMullin seconded. Meeting adjourned at 7:44 pm.

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.

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**PENNSAUKEN LIBRARY BOARD
Board Minutes – November 20, 2023
As amended and adopted on 12/18/2023**

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, November 20, 2023, at 6:10 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Ms. Tanya Finney Estrada, Library Director, Mr. Robert Fisher-Hughes, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Bridget Zino, Pennsauken School District Representative.

The following members participated virtually: Ms. Bassma Jarbough, Ms. Bridget Killion, Mr. Scott Murphy,

Absent: Ms. Diane Johnson, Mr. Frank Piarulli, Solicitor, Ms. Nicole Roberts, Township Liaison.

Minutes were taken by: Ms. Christine Chamberlin, Board Recording Secretary.

Minutes

1. Ms. McMullin made a motion to adopt the **October 2023 minutes** seconded by Mr. Murphy. Minutes deemed accepted with several corrections made. Under Committee Reports - Buildings and Grounds Committee, a bullet point was added stating "Exterminator services were performed." Under the Policy Committee report, "Resolution Processing Guidelines" was replaced with "Purchasing Guidelines". Under the Friends of the Library Committee Report, "raffles" was changed to "raffle" and "are" was replaced with "is". Under Unfinished Business, "noted on the card" was changed to "noted on the application card". Under New Business - Resolution #2023-16, "in Revised" was changed to "to the". In Resolutions #2023-22 and #2023-23 the word "revised" was removed.

Treasurer's Report

1. Ms. Killion moved and Mr. Murphy seconded the approval of the October 2023 **Income Report**. Motion passed by unanimous roll call vote.
 - a. Ms. McMullin asked about Line Item 4010-State Aid. Ms. Finney Estrada replied that recently received State Aid was missing from the report and she will have that corrected.
2. Ms. Kristian moved and Mr. Murphy seconded a motion to approve the **Appropriations Report** for October 2023. Motion passed by unanimous roll call vote.

3. Ms. Kristian moved and Mr. Murphy seconded a motion to approve the list of **Outstanding Bills** to be paid on November 20, 2023 in the amount of \$83,298.76 from the 2023 budget. Motion passed by unanimous roll call vote.
 - a. Ms. McMullin stated that, within Line Item 6050-Programs, Brigid Austin's fee will be reimbursed by the PFPL Friends.
 - b. Ms. Finney Estrada explained that Line Item 6175-Travel includes her attendance at the NJLA conference and travel to Brooklyn Public Library.

4. Ms. Killion moved and Ms. Kristian seconded a motion to approve the **Purchase Card Expenditures** made in October 2023 in the amount of \$594.31. Motion passed by unanimous roll call vote.
 - a. Ms. Finney Estrada explained that the CVS charge under Line Item 6230-Library Supplies was to replenish the library's supply of COVID tests.

5. **Account Balances - as of October 31, 2023**
 - Republic Operating Account: \$259,898.13**
 - Republic Capital Reserve Account: \$82,557.68**
 - Republic Purchase Account: \$803.59**
 - State Street Cash Management Account: \$1,583.87**

Correspondence/Communications - None

Director's Report

Ms. Finney Estrada went over the Director's Report. See report for additional information.

1. Ms. Finney Estrada reported that she ordered 11 more hotspots and 2 new staff computers.
2. Ms. Finney Estrada took a tour of the Brooklyn NY Public Library and visited their Book of HOV-Tribute to Jay-Z exhibit. She also traveled to Hunterdon County for an Experienced Director's Summit.

Committee Reports

Budget Committee

- Ms. McMullin reported that we will address the Capital Expense Schedule during New Business.

Buildings and Grounds Committee

- Mr. Slater requested that a decision be made regarding boiler repairs and that a repair company be chosen this evening under Unfinished Business.

Personnel Committee

- No report but Mr. Fisher-Hughes stated there is an item to be discussed during the Closed Session.

Policy Committee

- Ms. McMullin stated that the Policy Committee has completed its business for the year.
- Rutgers Law Library has been contacted about what the standards are for Purchasing Guidelines.
- Final copies of last month's resolutions are not yet available due to computer issues.

Strategic Planning Committee

- Ms. Kristian reported that a meeting is scheduled during the first week of December to evaluate what items still remain to be addressed in the Strategic Plan and to discuss how to move forward as we wait for the lawsuit regarding the new building to be resolved.

Nominating Committee

- A meeting will be held after this session to discuss positions for next year.

Friends of the Library Committee

- Ms. McMullin gave an update on the November raffle. 1550 tickets were sold, and more tickets had to be ordered to fill the demand. Gross profits were \$2464.00. All profits will be allocated to the Step Up for Stream Program. She also announced the winners of each basket and mentioned that it has also been posted on *All Around Pennsauken* and the Library Newsletter.
- On December 9th the FOL will be holding a Pop-Up Holiday Sale and a Bake Sale. Donations for the bake sale are being accepted on the Friday before. All items must be individually wrapped. Free items will also be available at the Pop-Up sale.

School District

- Ms. Zino reported that the school system is promoting PFPL's Open Mic Night and other library events on the school webpage.
- The ESL and the ESL Parent Resource Book, which offers homework help and other resources that are available to families, was discussed. The information is sent through Blackboard and both parents and students have access.
- Ms. Zino suggested that the Remind app could be used to reach more parents and students about upcoming events.

Unfinished Business

- Mr. Slater gave an update that the boiler is still in a state of disrepair. The committee recommends having McAllister order and replace parts needed to complete the repair. The new part will cost \$12,938.00 and an agreement was made unanimously for Ms. Finney Estrada to proceed with the repairs. In the meantime, if the weather gets too cold, portable heaters may need to be used.
- Ms. McMullin made a motion, seconded by Mr. Slater, to vacate **Resolution #2023-25: Approval to Proceed with the Lowest Bid to Repair the Boiler.** Motion carried.

New Business

- A motion was made by Ms. McMullin, seconded by Mr. Murphy, to approve the Capital Purchase Schedule for 2024-2026 as drafted by the Budget Committee. Motion passed by unanimous roll call vote. **Resolution #2023-26: Approval of the Capital Purchase Schedule for 2024-2026.**

Public Comment - None

Closed Session

- A motion was made by Mr. Slater and seconded by Ms. Kristian to go into Closed Session at 7:38 pm.
- A motion was made by Ms. Kristian and seconded by Mr. Murphy to leave Closed Session at 7:45 pm.

Action on Closed Session - none

Board Comments - Happy Thanksgiving!

Adjournment

Mr. Slater made a motion to adjourn and Mr. Murphy seconded. The meeting adjourned at 7:50 pm.

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.

PENNSAUKEN LIBRARY BOARD
Board Minutes -December 18, 2023
As amended and adopted 1/22/24

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, December 18, 2023 at 6:08 pm 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 hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Tanya Finney Estrada, Library Director,

The following members participated virtually: Ms. Bassma Jarbouh, Ms. Bridget Killion, Mr. Scott Murphy, Ms. Bridget Zino, Pennsauken School District Representative.

Absent: Mr. Frank Piarulli, Solicitor, Ms. Nicole Roberts, Township Liaison.

Minutes were taken by: Ms. Christine Chamberlin, Board Recording Secretary.

Minutes

1. Ms. Kristian made a motion to adopt the November 2023 Minutes, seconded by Ms. Johnson Minutes deemed accepted without objections. There was one correction. Under the Policy Committee Report, the second bullet point should read "Rutgers Law Library has been contacted about what the standards are for Purchasing Guidelines."

Treasurer's Report

1. Ms. Johnson moved and Ms. Slater seconded the approval of the November 2023 Income Report Motion passed by unanimous roll call vote.
2. Ms. Zino moved and Mr. Murphy seconded a motion to approve the Appropriations Report for November 2023. Motion passed by unanimous roll call vote.
 - a. Mr. Fisher-Hughes stated that the Library is doing well for the year with 21.56% remaining in the budget.
3. Ms. McMullin moved and Ms. Kristian seconded a motion to approve the list of November 2023 Outstanding Bills to be paid on December 18, 2023 in the amount of \$69,075.20 from the 2023 budget. Motion passed by unanimous roll call vote.
 - a. Ms. McMullin stated that Line Item 6020-Audiovisual paid to Cape May Library Commission is our annual fee for Overdrive.
4. Mr. Slater moved and Ms. Johnson seconded a motion to approve the Purchase Card Expenditures made in November in the amounts of \$495.79. Motion passed by unanimous roll call vote.

5. Account Balances - as of November 30, 2023

Republic Operating Account: \$433,564.73

Republic Capital Reserve Account: \$82,625.54

Republic Purchase Account: \$308.12

State Street Cash Management Account: \$1,590.82

Correspondence/Communications

1. Ms. Finney Estrada stated that she sent an OPRA request to the Police Department regarding an incident that happened in November. To date, only an email acknowledgment has been received.

Director's Report

See report. Additional information:

1. Ms. Finney Estrada explained that human error/false alarms can cause the alarm to go off in which police are always dispatched to the library. Ms. Finney Estrada called B Safe Security to discuss a call being placed to her first before police are dispatched.
2. Ms. Finney Estrada gave an update on the boiler. The company, McAllister, requested a deposit before the part can be ordered. A check has been delivered by Ms. McMullin and we are currently waiting on the part.
3. Access Navigator ended earlier this year but employees of the library will continue to assist in helping patrons with their technology skills, job searching and other specialized assistance with our new in-house Digital & Career Navigator service.
4. The Library is participating in the Great Kindness Challenge, a global initiative to spread kindness. We are developing a Care Closet, to be located in the lobby. It will be purchased by the Friends of the Library. More details to follow in January.
5. Pennsauken High School will host a concert in collaboration with the Library. The theme is "By the Numbers" and celebrates musical theater.
6. A new session of ESL will begin the second week in January. The response to beginner classes on Wednesday evening and Thursday morning has been tremendous.
7. The Grinchmas event was very successful. There were over 300 people in attendance.

Committee Reports**Budget Committee**

- Ms. Finney Estrada stated that **Resolution #2023-26: Approval of the Capital Expense Budget Schedule for 2024-2026** is included in the December Board packet.

Buildings and Grounds Committee

- Mr. Slater stated that he is hoping the boiler will be fixed by January. We are currently waiting on a part that has been ordered.
- Mr. Slater asked for an update on the Lawsuit. Mr. Fisher-Hughes stated that the matter has been ruled upon in our favor. There will not be an appeal, and the construction phase will begin on January 2.

Personnel Committee

- Ms. Johnson reported that the committee is still working on the Employee Manual. Some sections are in need of additional information from certain departments. The next meeting is scheduled for January.

Policy Committee

- Ms. McMullin stated that the final copies of **Resolution #2023-22: Approval of the Updated WIFI Hotspot Lending Policy**, **Resolution #2023-23: Approval of the Updated Launchpad Lending Policy**, and **Resolution #2023-26: Adopting the 2024-2026 Capital Expense Budget Schedule** can be found in the December board packet.

Strategic Planning Committee

- Ms. Kristian went over details from the December 4th meeting.
 - A. Six items were discussed in the current plan that were reported to the Board in the June 2023 meeting as “not yet being acted on”. Four of those items are now either ongoing or in progress. See written report for additional details.
 - B. Ms. Finney Estrada and Ms. Kristian went over a recap of ideas regarding a new plan format, and also discussed constructing a new survey.
 - C. The next meeting is scheduled for Tuesday, January 16.

Friends of the Library Committee

- Ms. McMullin gave an update on the November raffle. In total, with sponsorships and ticket sales, \$3815.00 was made. Less \$648.00 in supplies and purchases brings it to a profit of over \$3000.00 which will benefit the STREAM Program.
- The Pop Up Book Sale and Bake Sale netted a profit of \$209.62.
- There were some holiday cards left over and were donated to the Merchantville Pennsauken Women's Club who sends mailings to men and women in the service.
- Any additional household items that did not sell went to the Grace Episcopal Church in Merchantville for their thrift shop.
- Games and toys that did not sell were donated to the Boys & Girls Club of Camden.
- The FOL will host a “Movies with the Oscar Night” in the community room on January 8th. The movie being shown is The Artist.
- The Art Show will be held in April. More details to follow.

Nominating Committee

- Mr. Fisher Hughes, Ms. Kristian and Ms. Zino will meet in January to start the process. The report will be ready for the January 22 meeting.

School District

- Ms. Zino mentioned that they are continuing to promote the library events through the school website.

Unfinished Business - None**New Business**

- A resolution regarding Contracting Thresholds will be tabled until the next meeting.
- Ms. Finney Estrada went over the requirements for the Continuing Education Form. A link will be sent out and an explanation on how to access the folder. Seven collective hours are required by the Library Board members in order to receive state aid. The deadline for this is March.
- A motion was made by Mr. Slater and seconded by Mr. Murphy to approve the adoption of the new 2024 meeting schedule. Motion passed by unanimous roll call vote. **Resolution #2023-27: Approval of New 2024 Board of Trustees Meeting Schedule.**
- A motion was made by Ms. McMullin and seconded by Ms. Johnson to adopt new 2024 hours of operation and holiday closures. Motion passed by unanimous roll call vote. **Resolution #2023-28: Approval of the 2024 Hours of Operation, and Holiday Closings and Hours.**
- A motion was made by Ms. McMullin and seconded by Mr. Slater to approve the Purchasing Guidelines, with one correction. Motions passed by unanimous roll call vote. **Resolution #2023-29: Approval of Purchasing Guidelines .**

Public Comment - None**Closed Session** -None**Action on Closed Session** - None.**Board Comments**

- Ms. Johnson thanked the staff for pulling together to make the Grinchmas event a huge success.

Adjournment - Ms. McMullin made a motion to adjourn and Mr. Murphy seconded. Meeting adjourned at 7:27 PM.

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.