

PENNSAUKEN LIBRARY BOARD

Board Minutes February 26, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, February 26, 2024, at 6:18 pm by Mr. Fisher-Hughes.

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. Tanya Finney Estrada, Library Director, Ms. Diane Johnson, Ms. Ellyn McMullin, Mr. Martin Slater,

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

Absent: Ms. Bassma Jarbough, Ms. Vickie Kristian, Mr. Frank Piarulli, Solicitor, Ms. Nikki Roberts, Township Liaison.

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

Minutes

1. Ms. Johnson made a motion to adopt the January 2024 minutes, seconded by Mr. Slater. Minutes deemed accepted without objections..

Treasurer's Report

1. Ms. Johnson moved and Mr. Murphy seconded the approval of the January 2024 Income Report Motion passed by unanimous roll call vote.
 - A. Ms. McMullin stated these are the highest number of non-resident card holders she has seen recently and asked for clarification. Ms. Finney Estrada stated that it is probably because word is out regarding our great programs and we encourage attendees to become library members.
 - B. Ms. Killion asked for clarification on how interest is accrued for the Reserve Funds. Ms. McMullin and Mr. Fisher-Hughes explained that this is banking interest.
2. Ms. Johnson moved and Ms. McMullin seconded a motion to approve the Appropriations Report for January 2024. Motion passed by unanimous roll call vote.
 - A. Mr. Fisher-Hughes noted he is in possession of the Appropriations Report for December and that the final numbers are yet to be inputted.
3. Ms. Johnson moved and Ms. Killion seconded a motion to approve the list of January 2024 Outstanding Bills to be paid on February 26, 2024 in the amount of \$87,766.43. Motion passed by unanimous roll call vote
 - A. Ms. McMullin asked for clarification on the amount spent on Line item-6100 Publicity. Mr. Fisher-Hughes explained it was for public notice of the monthly meetings.

4. Ms. Johnson moved and Ms. McMullin seconded a motion to approve the Purchase Card Expenditures made in January in the amounts of \$1912.95 Motion passed by unanimous roll call vote.
 - A. Ms. Johnson asked for clarification on NetNanny. Ms. Finney Estrada explained she is required to have a filter on new laptops. She also noted she ordered 11 more Hot Spots at \$15.00 per Hotspot.
5. Account Balances - as of January 31,
2024 Republic Operating Account:
\$402,218.11
Republic Capital Reserve Account:
\$70,053.44 Republic Purchase Account:
\$1081.09
State Street Cash Management Account: \$1,605.18

Correspondence/Communications

1. Ms. Finney-Estrada informed the board that Mr. Edward Chang, Library Technician, has resigned. The Library had a small gathering on February 8th in his honor. The Library Board expressed their well wishes to Mr. Chang. See letter of resignation in the January 2024 packet.

Director's Report

See report. Additional information:

1. Ms. Finney Estrada mentioned she added Edward Chang's resignation letter to the current packet.
2. Ms. Finney Estrada noted that the lock on the first study corral was broken and that patrons were occupying the corral without registering with Circulation. Evicting patrons who have not reserved a time has become problematic. Maureen will get in touch with Arnold Safe & Lock to repair.
3. Youth Services: Heather will continue to work on the reorganization of the Youth Services Multilingual Collection and the Juvenile Nonfiction collection. Katie continues to work on removing items from the "new" status in the YS area and reviewing various collections including First Chapter, Juvenile Reference and Parent/Teacher Collection.
4. Ms. Finney-Estrada stated that once again PFPL is a Tax-Aide site. All appointment slots have been as of February 12th. Ellyn and Wanda are helping to coordinate walk-in appointments as they become available.
5. Ms. Finney-Estrada discussed Black History Month coming to an end. See Director's report for all of the special programs that took place. Ms. Finney-Estrada also mentioned that the Hot Butter Soul Supper Club was extremely popular and at capacity. The only issue was with the number of hot plates in use, the breaker kept tripping. For future events a plan will have to be put in place for electricity.
6. For the month of February, the PFPL will display hearts throughout the Library with all of the kind words our patrons have shared. For a small donation you can obtain a heart at the Circulation Desk.
7. Ms. Finney-Estrada gave an update on the All Staff Meeting that took place in January. In order for all staff to attend, the library was closed from 9:00AM-1:00PM and closed for the day at 5:00 PM. The purpose was to give an update on the new library for old and new employees. An updated Organizational Chart was also provided to the staff. The next all staff meeting will take place in September.

8. Ms. Finney-Estrada and Ms. Zina are continuing to work together on Maker's Day which will take place at the PFPL on Saturday, March 16th. A high attendance is expected.

Committee Reports

*Mr. Fisher-Hughes made an official announcement of the Board Committee Members.

Budget Committee

- Ms. McMullin stated that she will start the process for the 2024 budget by setting up a committee meeting in the next couple of weeks.

Buildings and Grounds Committee

- Mr. Slater stated that the resolution on the boiler has been revised and that no vote is needed, per Mr. Fisher-Hughes.
- Mr. Slater mentioned that the basement and drainage for the new library is currently happening.
- Mr. Slater gave an update that there are more meetings to come on the new library.
- Ms. Finney-Estrada mentioned that the HVAC system is making a lot of new noises. Ms. Finney-Estrada will have it looked at.

Personnel Committee

- Ms. Johnson reported that she continues to work on the Employee Manual.
- Ms. Johnson: Director's evaluation process will start next month.

Policy Committee

- Ms. McMullin stated that there has not been a recent Policy Committee meeting but that Maureen discovered she was missing several Resolutions. As of now she has them all except #2023-29. She also noted that in Resolution #2023-29 Purchasing Guidelines, the correct wording was missing. Ms. Finney-Estrada will update and add to the next packet.

Strategic Planning Committee: No update

Friends of the Library Committee

- Ms. McMullin gave an update on the February Bake Sales. It was very successful and brought in \$147.00. FOL will host another Bake Sale on May 4th, 2024. This bake sale will also coincide with the many activities taking place at the PFPL that day
- The Poetry contest kicks off March 1st. Ms. McMullin mentioned there will be a link provided for poems to be submitted. In addition, the School District will have to provide their own link for students to submit their poems. Heather and Bridget will work on this together.
- Ms. McMullin mentioned she is in the planning stages of the Spring Art Show. A flyer is being created that will look much more professional than it has in the past.
- Ms. McMullin gave an update on the spring fundraiser. She will have a meeting with David to work on the details. Also mentioned that sponsorships were a large part of the revenue generated.

- Ms. McMullin gave an update that the Annual Membership Meeting will be held on March 17th, The meeting will be held from 2:00PM-3:15PM. A hybrid option will be available for members only. There will also be cake.

School District

- Ms. Zino gave an update on Makers Day. Six students showed up to the volunteer meeting.
- Ms. Zino mentioned the play this year is *Beauty and the Beast*. In the past the FOL used to place an ad in the Playbill. Ms. McMullin stated that she has not been approached in years to take out an ad. Ms. Zino will look into why.

Unfinished Business - None

Public Comment - None

New Business

- Ms. Zino stated that she attended the Professional Development Class and asked if something needed to be submitted in writing that it was completed. Ms. Finney-Estrada will send a form out to record hours for 2023-2024.

Closed Session - None

Action on Closed Session - None

Board Comments

- Ms. Johnson expressed how outstanding and successful she thought the Hot Butter Soul presentation was.
- Ms. McMullin spoke about the Q&A sessions for Directors and Board Trustees. The last one was amazing for Strategic Planning. It focused on the community and determining the needs.

Adjournment - 7:30PM

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.