

PENNSAUKEN LIBRARY BOARD
Board Minutes January, 22, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, January 22, 2024 at 6:15 pm 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 hybrid meeting was made in the prescribed manner.

Swearing In for New Appointees and Representatives.

Mr. Frank Piarulli, Solicitor swore in:

Ms. Bassma Jarbough - reappointed for a 1-year term as the Pennsauken Mayor's Representative

Mr. Robert Fisher-Hughes - reappointed for a 5-year term as a Trustee

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Tanya Finney-Estrada, Library Director, Ms. Bassma Jarbough, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Frank Piarulli, Solicitor, Ms. Nikki Roberts, Mr. Martin Slater.

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

Absent: none

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

Annual Reorganization

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

President - Robert Fisher-Hughes; **Vice President** - Martin Slater; **Treasurer** - Ellyn McMullin;

Secretary - Vickie Kristian. There were no nominations from the floor. The slate was considered as one. Slate approved by unanimous roll call vote.

Minutes

1. Ms. Kristian made a motion to adopt the December 2023 minutes, seconded by Ms. McMullin. Minutes deemed accepted without objections. There were two corrections noted: (1) In Treasurer's Report bullet point 3a, add the word "annual" before the word "fee". (2) Under the Buildings and Grounds Committee Report, in the second bullet point change the word "settled" to be "ruled upon in our favor".

Treasurer's Report

1. Ms. Johnson moved and Ms. McMullin seconded the approval of the December 2023 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Johnson moved and Ms. Killion seconded a motion to approve the Appropriations Report for December 2023. Motion passed by unanimous roll call vote.

3. Ms. McMullin moved and Ms. Johnson seconded a motion to approve the list of December 2023 Outstanding Bills to be paid on January 22, 2024 in the amount of \$91,482.74. Motion passed by unanimous roll call vote.
 - a. Ms. Killion asked for an explanation regarding Line Item 6000-Books for the Baker & Taylor charge in the amount of \$4948.86. Ms. Finney-Estrada explained that it was for a regular book order of youth and adult books, as well as audio books.
4. Ms. Jarbough moved and Ms. Killion seconded a motion to approve the Purchase Card Expenditures made in December in the amounts of \$315.08. Motion passed by unanimous roll call vote.
5. Account Balances - as of December 31, 2023
 - Republic Operating Account: \$349,731.07
 - Republic Capital Reserve Account: \$70,062.07
 - Republic Purchase Account: \$993.37
 - State Street Cash Management Account: \$1,598.00

Correspondence/Communications

1. Mr. Fisher-Hughes said to take note that the Annual Trustee Letter from NJLTA is in the current Board packet.

Director's Report

See report. Additional information:

1. Ms. Finney Estrada spoke about the displays. The Adult Services Team has been working on creating engaging displays to highlight the diversity of the library as well as promote health and wellness.
2. Ms. Finney Estrada discussed the Adult Services programs coming up for February.
3. On December 20, 2023 Public Works came over to ask if the Library had a flag to fly on the pole. It was determined that the clips were too small to hold the large size flag. A smaller flag was provided by Public Works to fit the clips. On January 9, 2024 the storm that occurred broke the clips. Public Works fixed the clips and the flag is once again flying.
4. Ms. Finney-Estrada gave an update on the routine door inspection by Eastern Door on December 20, 2023. She also gave an update on the community room exterior door lock. Arnold's Safe and Lock determined the spring was damaged so they replaced the lock and also fixed the door knob trim.
5. On January 27, 2024 a children's clothing swap will take place for families to trade gently used items. Any leftover items will be donated.
6. On January 27, 2024 the library will begin collecting items for the Community Care Closet. The library has asked the Friends of the Library to purchase a closet. The closet will provide essential items such as diapers, hygiene products and cold weather accessories.
7. Ms. Finney-Estrada stated she reached out to the Literacy Volunteers of America to help with ESL, but none were available. She may reach out to library staff for volunteers.
8. Ms. Finney-Estrada explained that Tyler is leading the Equal Access Program (LEAP) to PFPL as the program brings classes and training to those 55 and over in assistive technology.

Committee Reports

Budget Committee

- Ms. McMullin noted that there were no updates to the Budget Committee.

Buildings and Grounds Committee

- Mr. Slater stated that the boiler has been fixed. The warranty for the new part is good for a year.
- Mr. Slater noted that there is much excitement on social media about the new library.
- Mr. Slater mentioned that there was an article in the Courier Post about the new library and municipal complex.

Personnel Committee

- Ms. Johnson reported that the year was wrapped up at the January 9th meeting.
- Ms. Johnson explained that some sections of the manual need to be referred back to the township for clarification in regards to vacation time for part time employees, short and long term disability and maternity leave.

Policy Committee

- Ms. McMullin stated that there were no updates from the Policy Committee.

Strategic Planning Committee

- Ms. Kristian stated that there were no updates from the Strategic Planning Committee.

Friends of the Library Committee

- Ms. McMullin gave an update on the December Bake Sales. It was very successful and the FOL will host another Bake Sale on February 3, 2024 from 10:30am-2:30pm. This bake sale will also coincide with "Take your Child to the Library Day".
- The FOL will host their next movie night on February 12, 2024, Bohemian Rhapsody will be shown.
- Chair Yoga has been extremely successful. The last class had 20 participants.
- Ms. McMullin mentioned she is in the planning stages of the Spring Art Show. More details to come.
- Ms. McMullin gave an update to the Membership Meeting coming up the end of March, date to be announced. She also mentioned they will be having Ms. Finney-Estrada as a guest speaker to give a presentation on "What's happening with the new Library".
- Ms. McMullin stated they are currently working on The Poetry Contest to be chaired by Ms. McMullin and Ms. Heather Kristian.

School District

- Ms. Zino explained that she sent Google Forms to all the Clubs in the High School and Middle School level as well as their Honor Societies to recruit more student volunteers for Makers Day. She would like each club or society to host their own table. Ms. Zino also offered her assistance for that day.

Unfinished Business - None

Public Comment -

- Mr. Fisher-Hughes welcomed Ms. Roberts back.

New Business

- A motion was made by Ms. Johnson and seconded by Ms. McMullin to approve the resolution designating the Courier Post and the Retrospect Newspaper as the official newspaper for the Public Library. Motion passed by unanimous roll call vote. **Resolution #2024-1: Designation of the Courier-Post Newspaper and the Retrospect Newspaper as the official newspapers for Public Notice of the Free Public Library of the Township of Pennsauken.**
- A motion was made by Ms. McMullin and seconded by Ms. Kristian to adopt new resolution to designate the Republic Bank and State Street Bank and Trust Company for the library depositories. With on correction: It will be designated for 2024 not 2023. Motion passed by unanimous roll call vote. **Resolution #2024-2: Designation of Republic Bank and State Street Bank and Trust Company as Library Depositories for the Board of Trustees of the Free Public Library of the Township of Pennsauken.**
- A motion was made by Ms. Johnson and seconded by Ms. Killion to approve the appointment of Ditmars, Perrazza & Co., LLP as auditors, with one correction: Change review the books to audit the books. Motion passed by unanimous roll call vote. **Resolution #2024-3: Appointment of Ditmars, Perazza & Co., LLP as Auditors for the Board of Trustees of the Free Public Library of the Township of Pennsauken.**
- A motion was made by Ms. Johnson and seconded by Ms. McMullin to adopt the resolution to appoint Frank Piarulli as Solicitor to the Board of Trustees of the Library. Motion passed by unanimous roll call. **Resolution #2024-4: Appointment of Frank Piarulli as Solicitor to the Board of Trustees of the Free Public Library of the Township of Pennsauken on an "as needed basis".**
- A motion was made by Ms. Johnson and seconded by Ms. Kristian to appoint Christine Chamberlin as Recording Secretary for the Board of Trustees of the Library. **Resolution #2024-5: Appointment of Christine Chamberlin as Recording Secretary for the Board of Trustees for The Free Public Library of the Township of Pennsauken.**

Closed Session

- A motion was made by Ms. Johnson and seconded by Ms. Kristian to go into closed session at 7:32pm to discuss a personnel matter.
- A motion by Ms. Johnson and seconded by Ms. McMullin to end closed session at 7:46pm

Action on Closed Session - No action taken

Board Comments

- Mr. Fisher-Hughes stated that we can call on Mr. Piarulli, Solicitor, if we have any legal questions regarding the library. Mr. Piarulli provided his email address and cell phone number to the board members.
- Ms. Zino, Pennsauken School District Representative, inquired whether there could exist a conflict of interest because Board member Ms. Johnson is also a Pennsauken Board of

Education member. Is there any reason why they both should not serve on the PFPL Board together? Mr. Piarulli did not think so, but will check into it.

- Ms. Finney Estrada referenced an incident in which, after library hours, the police came to the library and insisted that the cleaning people let them in to view our security camera tapes. Mr. Piarulli stated that they may do that only if exigent circumstances exist, for example, they are chasing someone and the suspect runs into the Library. Otherwise they would need a warrant.

Adjournment - A motion was made by Ms. McMullin, and seconded by Ms. Jarbough to adjourn the meeting at 8:07PM.

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.