

PENNSAUKEN LIBRARY BOARD
Board Minutes March 23, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, March 23, 2024 at 6:10pm 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. Bassma Jarbough, Mayor's Representative; Ms. Ellyn McMullin; Mr. Martin Slater.

The following members participated virtually: Mr. Scott Murphy,.

Absent: Mr. Frank Piarulli, Solicitor; Ms. Nikki Roberts, Township Liaison; Ms. Bridget Zino, Pennsauken School District Representative

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

Minutes

1. Ms. Killion made a motion to adopt the February 2024 minutes, seconded by Ms. McMullin. Minutes deemed accepted with several corrections made.

Treasurer's Report

1. Ms. McMullin moved and Mr. Slater seconded the approval of the February 2024 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Killion moved and Ms. Jarbough seconded a motion to approve the Appropriations Report for February 2024. Motion passed by unanimous roll call vote.
3. Ms. McMullin moved and Ms. Jarbough seconded a motion to approve the list of February 2024 Outstanding Bills to be paid on March 25, 2024 in the amount of \$99, 793.57. Motion passed by unanimous roll call vote.
 - A. Ms. McMullin asked for clarification on PAFA in the amount spent on Line Item-6003 Friends' Museum Pass Program. Ms. Finney-Estrada explained PAFA stands for Philadelphia Academy of the Fine Arts.
 - B. Mr. Murphy asked for clarification on the Philadelphia Inquirer in the amount spent line 6010 Periodicals. Ms. Finney Estrada explained it was for a (1) year subscription to the newspaper.
 - C. Mr. Fisher-Hughes asked for clarification on the expense labeled Tanya Finney Estrada in the amount spent line item- 6050 Programs. Ms. Finney-Estrada explained it was for lunch for the volunteers for Maker's Day

D. Ms. Killion asked for clarification on the expense labeled Tanya Finney Estrada in the amount spent line item- 6100 Publicity. Ms. Finney-Estrada explained it was for (2) posters from Staples.

E. Ms. McMullin asked for clarification on the expense labeled Johnson Controls in the amount spent line item- 6220 Building Maintenance. Ms. Finney-Estrada explained it was for a (4) hour minimum service call charge for the HVAC system.

4. Ms. Killion moved and Ms. Jarbough seconded a motion to approve the Purchase Card Expenditures made in January in the amounts of \$740.02. Motion passed by unanimous roll call vote.

A. Ms. Finney-Estrada explained the expense labeled Custom Ink in the amount spent line 6050 Programs was for NJ Maker's Day T-Shirts.

5. Account Balances - as of February 29, 2024

Republic Operating Account: \$599, 482.32

Republic Capital Reserve Account: \$70, 109.10

Republic Purchase Account: \$332.42

State Street Cash Management Account: \$1,611.89

Correspondence/Communications

1. Mr. Fisher-Hughes informed the board that Ms. Victoria Kristian has resigned from her position on the Board of Trustees. See letter of resignation in the February 2024 packet.

Director's Report Highlights

See report for Additional information:

1. Ms. Finney Estrada noted that March's monthly lecture geared towards seniors will feature information on Pharmaceutical Assistance to the Aged and Disabled (PAAD) and Senior Gold prescription services provided by Senior Medical Solutions.
2. Ms. Finney Estrada noted that 26 submissions were received for the Oscar Ballot Prediction Contest (up from 19 last year) and though most were locals (1) entry was received from Moldova. The winner will receive an Amazon Gift Card.
3. Buildings and Grounds: Ms. Finney-Estrada confirmed that it was observed by staff that the HVAC unit was running loudly. Maureen Parente sent a request to Duke Martz at the Township to have HVAC specialist E.J. stop by and get his take on the problem. See Director's Report for additional information on the HVAC system.
4. Ms. Finney-Estrada mentioned that in anticipation of the solar eclipse on April 8th the Library will host a day of activities geared towards the eclipse, including giveaway of NASA items and eclipse glasses. 300 glasses will be distributed thanks to STAR Library Network.
5. Ms. Finney-Estrada thanked Ms. Johnson and Ms. Zino for a successful Maker's Day. There were 240 patrons (up from 216 last year).
6. The Pop Shop in Collingswood reached out to partner on a Read Across America initiative for children up to the age of 12. After checking out (5) books they can redeem it for a free ice cream cone at the Pop Shop.

7. Spring computer classes will be offered at the end of April. It will be a (6) week course geared towards basic email and internet skills.

Committee Reports

Budget Committee

- Ms. McMullin stated that the budget meeting was last week. The committee is working with a projected budget of \$1,137,000.00. They also went over upcoming income and expenditures. The next meeting is April 18th where the Operating Budget for 2024 will be presented.

Buildings and Grounds Committee

- Mr. Slater thanked Mr. Fisher-Hughes and Ms. Finney Estrada for involving Duke Martz to help find an HVAC contractor. He also explained that while Ms. Finney Estrada has done all she can to keep things running, the AC will become an issue come summer if we do not get it repaired.

Personnel Committee

- Ms. Johnson stated that the Personnel Committee met on March 21st. Ms. Johnson explained that they discussed salary increases and additional employees that will be needed.
- Ms. Johnson also discussed possibly needing a part-time or full time Technology Assistant.

Policy Committee

- The committee has not met yet. Next meeting will be March 26th at 12:00PM.
- In February there was an update to the resolution on Purchasing Guidelines. The updated resolution was not added to the February packet.

Strategic Planning Committee:

- Mr. Fisher-Hughes mentioned there is an opening for Ms. Kristian's position. Please make him aware of anyone that may be interested.
- Mr. Fisher-Hughes suggested signing up for the Strategic Planning webinars. The first one is the beginning of April.

Friends of the Library Committee

- Ms. McMullin gave an update on the Annual meeting which took place online and in person.
 - Pictures of the new library were on display.
 - The FOL now has a full board; this also includes a new treasurer.
- Ms. McMullin mentioned Movie & Munch is becoming more popular due to word of mouth. April's feature film is Judy and May will feature the Blind Side.
- The Art Show will feature 65 pieces of art this year.
- The Spring Wine Tasting/Silent Auction fundraiser will take place on May 19th and will take place at Ingelsby & Sons Funeral Home on Cove Road.

- David Hernandez suggested sponsors for this event. Letters will be sent out asking for co-sponsors, such as Library vendors Eastern Doors and Book Smiles.
- He has also suggested asking the Mayor to attend
- April 1st tickets will go on sale for \$25.00 each, increase to \$30.00 as of April 20th and will be \$35.00 each the day of the event.

School District

- Ms. Zino mentioned that the high school students did an amazing job on this year's play Beauty and the Beast.
- Ms. Zino also mentioned that ROTC's first inspection did exceedingly well. Ms. Finney-Estrada will attend Back to School Night on May 5th, to ask the ROTC for help volunteering with the Library Tea.

Unfinished Business

- Ms. McMullin stated that forms were sent out from the township requesting contact information from each member.

Public Comment - None

New Business

- Ethics Statements and Conflicts of Interest Statements are available on Google Drive to view. Ms. Finney-Estada has the hard copy available for individual signatures.
- With the departure on Ms. Kristian Mr. Fisher-Hughes stated that in addition to needing a new Strategic Board Chair we will also need a new secretary. Please contact him directly with any candidates.

Closed Session - None

Action on Closed Session - None

Board Comments

- Ms. McMullin asked if we could show our appreciation to Ms. Kristian for all of her years of service.
- Ms. Johnson expressed how nice the Maker's Day Event was and how well attended the Seed Exchange was.

Adjournment - 7:50PM

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.