

PENNSAUKEN LIBRARY BOARD
Board Minutes May 20, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, May 20, 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. Bassma Jarbough, Mayor's Representative; Ms. Ellyn McMullin

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

Absent: Ms. Bridget Killion, Mr. Frank Piarulli, Solicitor, Ms. Nikki Roberts, Township Liaison

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

Minutes

1. Minutes will be reviewed at the next board meeting on June 24, 2024

Treasurer's Report

1. Ms. Johnson moved and Ms. Zino seconded the approval of the January through April 2024 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Johnson moved and Ms. Zino seconded a motion to approve the Appropriations Report for April 2024. Motion passed by unanimous roll call vote.
 - A. Ms. McMullin asked Ms. Finney Estrada for clarification on Line Item 4125: FOL Lemonade4Change as no additional income was expected in 2024. Ms. Finney Estrada explained that the line item was necessary as there will be expenses (purchases) in 2024 associated with that program.
 - B. Mr. Fisher-Hughes mentioned that the Library is right on target for the year.
3. Ms. McMullin moved and Ms. Zino seconded a motion to approve the list of April 2024 Outstanding Bills to be paid on May 20, 2024 in the amount of \$86,316.57. Motion passed by unanimous roll call vote.
 - A. Mr. Fisher-Hughes asked for clarification on the Collaborative Summer Library Expense in the amount spent for Line Item: 6050 Programs in the amount \$83.05. Ms. Finney Estrada explained it is for the summer T-shirt graphics.
 - B. Ms. McMullin asked for clarification on the amount spent on Line Item 6060: Computer Readable for News Break, Inc. for \$4, 881.00. Ms. Finney Estrada explained the yearly subscription allows anyone to search any news article on the News Bank as long as that person or company also subscribes to the News Bank.

C. Mr. Murphy asked for clarification on Arnold's Safe and Lock expense for Line Item: 6220 Building Maintenance Programs in the amount of \$223.00. Ms. Finney Estrada explained it was for a universal key for both sliding doors.

4. Ms. Johnson moved and Ms. McMullin seconded a motion to approve the Purchase Card Expenditures made in April in the amounts of \$1,006.82 Motion passed by unanimous roll call vote.
5. Account Balances - as of April 30, 2024
 - Republic Operating Account: \$747, 153.87
 - Republic Capital Reserve Account: \$70,226.31
 - Republic Purchase Account: \$11.13
 - State Street Cash Management Account: \$1,626.03

Correspondence/Communications

1. Ms. Finney Estrada informed the board that Ms. Alison Bozic has resigned from her position of Program and Outreach Coordinator. See letter of resignation in the May 2024 packet.
2. Ms. Finney Estrada explained that Fulton Bank has acquired Republic First Bank. See acquisition letter in the May 2024 packet.

Director's Report Highlights

See report for Additional information:

1. Ms. Finney Estrada informed the board that Ms. Alison Bozic has resigned her position of Program and Outreach Coordinator. In her absence Ms. Finney Estrada will delegate her many responsibilities to other staff members. Community room inquiries will be handled by Ms. Finney Estrada for now. Kayla Polt, System Librarian, will be hosting the July and August evening book club.
2. Ms. Finney Estrada noted that as of May 1, 2024, Alexa Bongala no longer holds the position of Evening/Weekend Supervisor. In addition Tyler Lee has been promoted to full-time Technology Support Specialist. Lastly, Ceciley Binger will be rejoining us effective June 8, 2024. Ceciley will cover the circulation and reference desks on occasional Saturdays.
3. Ms. Finney Estrada mentioned that the ceremonial groundbreaking event for the new library took place on May 14, 2024. Along with Pennsauken public officials, library board members, library staff and supporters, there were state officials in attendance as well.
4. Ms. Finney Estrada went over the upcoming programs in April and May for the Adult Services Program and for the Community and Outreach Programming.
5. Ms. Finney Estrada informed the board that the Buildings and Grounds Committee has made a decision on the repair of the HVAC unit. A purchase order in the amount of \$5,900 was emailed to Climatic Mechanical Services on April 30, 2024.
6. Ms. Finney Estrada explained that Crafting AI Policies *With* AI, sponsored by LibraryLinkNJ, could be AI published content. She noted that if an article is AI crafted it may or may not be factual.

Committee Reports

Budget Committee

- No update given.

Buildings and Grounds Committee

- As a follow up to bullet point 5 of Ms. Finney Estrada's report, Mr. Fisher-Hughes read portions of **Resolution 2024-08: Authorizing Contracting For HVAC Repairs** that was approved at the April meeting.

Personnel Committee

- Ms. Johnson stated that she met with Mr. Fisher-Hughes and Ms. Finney Estrada in regards to preparing the director evaluation process and the Tuition Reimbursement Process. Ms. Johnson stated that the next meeting will be on June 6th and both topics will be discussed.
- Ms. Johnson thanked Ms. Finney Estrada on the success of the yearly Spring Tea event. She also thanked Ms. McMullin for all her hard work and success on the Art Show.

Policy Committee

- Ms. McMullin stated that the next committee meeting will be in June, date not confirmed yet. Ms. McMullin explained that the committee has met twice since the last meeting. The first meeting was an orientation meeting to determine what policies still needed to be reviewed from 2023 and which policies were due for review this year. The second meeting discussed Susan Bryant's email on public access to the website to review such things as the monthly library meeting minutes. Ms. Finney Estrada will take on the project of updating the website.
- Ms. McMullin explained that the Resolution 2023-24 Approving Resolution Processing Guideline's wording needed to be corrected. It has since been updated and is now in the packet but still needs to be certified.
- Ms. Finney Estrada stated that all previous library minutes have been added to the pennsaukenlibrary.org website.

Strategic Planning Committee:

- No update given

Friends of the Library Committee

- Ms. McMullin gave an update on the Poetry Contest. Due to changes in Pennsauken school district's Language Arts curriculum there were less than 200 entries resulting in only 12 winners. Poems will be on display at the library after Memorial Day.
- Ms. McMullin gave an update on the Spring Fundraiser event: Wine Tasting and Silent Art Auction. The \$2000.00 goal was not met. The total brought in was \$1245.00 after expenses. Ms. McMullin feels they may need to look into having

the ability to accept credit card payments next year as a whole demographic was missing (Millennials).

- Ms. McMullin noted that the next fundraising event will be the Book & Media Sale in September. Book and media collection will start on August 11, 2024.

School District

- Ms. Zino spoke about the Read Aloud Extravaganza. Twelve groups of students from the Pennsauken Intermediate School will share their original stories at the library on Wednesday, June 5, 2024 at 6:00PM. Ms. Zino will promote the event to Pennsauken's elementary schools and will provide the library staff with an opportunity to promote the summer reading program.

Unfinished Business

- Ms. Finney Estrada spoke of and explained what a book sanctuary was. She wants a policy that proclaims that Pennsauken Library is a book sanctuary. There was a general consensus that this action was agreeable to the members of the Board who were present.

Public Comment - None

New Business

- Ms. McMullion moved and Miss Zino seconded a motion to adopt the updated Exhibit Policy. Motion passed by unanimous roll call vote. **Resolution #2024-09: Approving the Revised Exhibit Policy.**

Closed Session - None

Action on Closed Session - None

Board Comments

- Mr. Fisher-Hughes gave a recap on the library/township groundbreaking ceremony.

Adjournment - 7:18PM

- Ms. McMullion moved and Ms. Zino seconded a motion to adjourn the board meeting. Motion passed by unanimous roll call vote

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.