

Union Public Library
Board of Trustees Meeting
Main Library
1060 Stuyvesant Avenue
Union, NJ 07083
February 28, 2023 - Minutes

1. Meeting called to order at 6:33 pm.
2. Mr. Le read the statement of compliance with the Open Public Meetings Act
3. Roll Call:

Present - Jeannette Cantalupo, Kim Eason, Rosa Figueiredo, Steven Le, Nancy Minneci, Laura Muller, Sally Straus, Kamron Sharif, Melinda Zito, and Kassundra Miller

Excused: Sandra Paul

4. Minutes of the January 24, 2023, Reorganization and Regular meetings were reviewed.

Motion to approve was made by Ms. Muller, seconded by Mrs. Minneci and all in favor. Ms. Cantalupo abstained.

5. Correspondence - None

6. Financial Reports

Motion to approve was made by Ms. Cantalupo and seconded by Ms. Eason and all in favor.

7. Director's Report was presented by Ms. Miller.

- a. Board inquired about type of information included in the New Jersey Public Library State Aid Report. Director Miller advised financial and statistical information are part of the Report. Information to be shared with Board members.
- b. Board inquired if the Library will participate in Read Across America. Director Miller and Youth Librarian Justine Ferrara, confirmed Library staff will go to schools to read to the students.

8. Reports of Committees and Board Members - None

9. Old business

- a. Discussed the room naming request received from Mr. Floyd Patterson, President, Jeanette Shell Book Scholarship Fund, Inc. Letter appended to February 28, 2023 report packet.
- b. Mr. Patterson provided to the Board a historical overview of the Fund, work of Ms. Jeanette Shell, and he shared information regarding the book scholarship requirements and selection process. E.g., largest amount awarded was to 6 students who received \$400.00 each.
 - c. Director Miller reviewed the request against the Policy on Naming of Spaces within the Libraries. Director Miller recommended the All Purpose Room at the Vauxhall Branch of the Union Public Library be named after Ms. Jeanette Shell.
 - d. Motion to approve the renaming of the All Purpose Room at the Vauxhall Branch of the Union Public Library after Ms. Jeanette Shell made by Ms. Eason and seconded by Ms. Figueiredo and all in favor.

10. New Business

- a. Director Miller presented 2023 budget revisions compared to numbers presented in November 2022.

Line-Item	November Numbers	Current Numbers
Materials	\$350,000.00	\$382,500.00

Admin/Supplies	\$382,500.00	\$373,000.00
Utilities	\$100,000.00	\$69,000.00
Printing/Copying	\$4500.00	\$5016.00

- Motion to approve changes made by Ms. Cantalupo and seconded by Ms. Muller and all in favor.
- b. New library construction banner from Township was reviewed. Ms. Figueirdeo's last name is spelled incorrectly. If any changes are needed, let Director Miller know.
 - c. Ms. Zito advised that changes to formatting of finance reports was discussed with President Le and Director Miller. Changes to consider:
 - Show spend for 2022 against 2023 budget. This is important to see for salaried positions. Director Miller will provide.
 - Reformatting of Financial Summary page to reflect bank statement balances against cash listed in Library books to ensure Library books reconcile to bank statements.
 - Reflect closing statement of balance of accounts.
 - Include bank statements in Trustees' report packets. Director Miller will distribute the first page of the bank statement to the Trustees. Sensitive information will be blanked out.
 - d. Director Miller extended an invitation to Trustees to participate in the Township's annual Memorial Day parade. The parade date is May 29, 2023. If anyone wishes to volunteer, please see Director Miller.
 - e. Staff Appreciation Luncheon will be held on April 28, 2023 as part of National Library Week. Invitation will be sent to the Trustees.
 - f. Ms. Eason will provide to Ms. Figueiredo the 2023 meeting date schedule.

11. Comments from the public –

- a. Janine Miles, Library Assistant, Shop Steward, and part of the Sunshine Committee greeted everyone.
- b. Mr. Tyrone Tutt thanked the Trustees for approving the renaming of the All Purpose Room at the Vauxhall Branch of the Union Public Library in memory of Ms. Jeanette Shell.
- c. Discussed with Mr. Patterson types of ways to commemorate the Jeanette Shell room. Mr. Patterson and Director Miller will work together on this. A commemoration naming event will be held at the appropriate time.

12. Executive Session – not needed at this meeting.

13. Next meeting confirmed on March 28, 2023, at 6:30pm, at the main library location at 1060 Stuyvesant Ave., Union, NJ 07083

14. Adjournment - Motion to adjourn at 7:10 pm by Mrs. Minneci, seconded by Ms. Figueiredo.