

Library Board of Trustees Meeting Minutes – Tuesday, December 14, 2021

All Board Members were present

Discuss Board of Trustee Meeting for the 2022 Calendar Year

Meetings will always be the second Tuesday of the Month: Motion agreed.

If it needs to be rescheduled, we must agree on a different day within a minimum of 48 hours.

Total Library Staff:

2-Child Library Staff

4-Adult Library Staff

Discussion on nominating a Secretary and Treasurer/Appointing the nominating Committee

Newly appointed Officers:

Treasurer: Courtney Pepe

Secretary: Brenda Delgadillo

Nominating Committee: Pamela Hedberg

The Nominating Committee must create a criterion to appoint a President and Vice President

All positions must be reset and an election has to be held yearly.

Once a board President and Vice President is chosen, they can create a Finance Committee to help with budgeting

Budget

The budget for the consortium is too high: \$53,000

The minimum The City of Perth Amboy has to give the Library is \$1,245,779-This includes personnel.

Explanation:

Cleaning and maintenance: Mops, Clorox, keys, vacuum cleaner, lawn mower

Maintenance of Motor Vehicles: Library Car

1. Accident Repairs

Contractual Services: Repair man, Security (cameras), any service that the City does that handle.

Telephone Charges: phone system, internet service

Consortium: Transferring book fees, Databases

Office Equipment: Scanners, Computer, I-pads?

Any line items that have extra funds at the end of the year? Any line that does not reach its max, we can allocate that fund elsewhere.

The Perth Amboy business admin starts preparing for the budget in September

The Library admin submits the asking budget in September

-The Perth Amboy admin process the final budget and then submits it to the Council

-Normally it gets finally approved in April

If any Board of Trustee wants additional help please contact the State Library

Nontraditional Solar Panels is a possibility

Herschel Chomsky will send an email to the Board members of a more detailed Budget

Public Comments:

Mrs. Massopust - A women's club representative: 35 pieces were kept in the Library, they moved it to the Fire House. She would like to know when she can return this collection to the Library. The women's club is interested in being part of the Library Community.

- The board is interested in receiving the pieces but the basement is not fixed and cannot hold valuable items at the time.

A member of the Friends of the Library mentioned and encouraged to Board members to attend Friends of Library meetings

Note: No Board member should be part of the Friends of the Library

2. Barbara Sottilaro will email the State Library to confirm

OUT OF THIS COMMENT THE BOARD OF TRUSTEES WILL CREATE A PROCESS ON DONATIONS.

OLD BUSINESS:

It might be another month for the completion of the Library elevator: 1/14/2022

NEW BUSINESS:

- Citizenship Classes will begin in January of 2022 at the children's library and will finish in April of 2022
- The library might receive four iPads from the state.
- Rebranding the Library. Contacting a graphic designer to create a logo. Libby possibly
- Christmas and New Year's week there will not be night hours or Saturdays
- Next meeting, we will add in the Agenda
- Do Library Staff get Christmas bonuses? No.

Meeting adjourned 18:52