



LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, March 8th, 2022

Call to order time: 17:17

1. Attendance:

Rosalie Morillo (President)
Jacqueline Littlejohn (Vice President)
Jaime Fazzina
Pamela Hedberg
Vickiana Ortega
Courtney Pepe
Brenda Delgadillo
Barbara Sottilaro
Maria Diaz

2. Reviewed and approved minutes for February 2022

3. Read and Approved Treasurer report/January bill list

Total spent for the month of February 2022: **\$17,304.56**

- Books and publications: \$5,296.31
- Office supplies: \$69.75
- Professional Association Dues: \$500
- Heating oil: \$909.72
- Electricity: \$838.90
- Telephone Charges: \$249.78
- Contractual Services: \$1850
- Building Repairs: \$163.91
- Consortium: \$7,426.19

4. Committee reports:

A. Policy:

Bylaws

- 1) When discussing library business all Trustees should be using city emails
- 2) Board with develop master schedule that designates when each subcommittee will meet

POLICY: 1ST MONDAY 7:00 PM-VIRTUAL

PERSONNEL: 1ST WEDNESDAY 7:30 PM-VIRTUAL

BUILDINGS AND GROUND: 3RD TUESDAY 6:00 PM-VIRTUAL

FINANCE: 4TH TUESDAY 6:00 PM-IN PERSON

COMMUNITY: 1ST TUESDAY 7:00 PM-VIRTUAL

- 3) Board members are required to attend all scheduled Board meetings
- 4) Board of Trustee members cannot hold any other position that may be viewed as being in conflict with Board of Trustee position
- 5) Board members will create a social media policy
- 6) Board members will review MOU each year in January

B. Personnel: The creation of the qualifications and preferences for the Library Director position

QUALIFICATIONS

Master's degree in Library Science from an American Library Association accredited program

Five years' library experience

Two years' supervisory experience

PREFERENCES

Bilingual: Fluent in English and Spanish

Ties to the community

Possesses a valid PL license from Thomas Edison University

C. Buildings and Grounds: Going forward all contractors will be screened and selected by the Library Board of Trustees

D. Finance: Set a goal for a more detail oriented inventory audit

E. Community:

- Reviewing current server provider and their contract
- Proposed a search for a new library building based on 21st century demands
- Discussed partnership with Perth Amboy High School for students to volunteers at the library
- Discussed a Women's History Month event for Saturday, March 26th at 1:00 PM. A panel of six women whose merits is an inspiration to the community

5. Herschel Chomsky's report:

Yom Hashoah: Pending proposal for May 5th

6. Old Business:

Emails: All trustee members have to communicate through City emails

Black History Month report: Posted daily on Instagram and increased followers

Women's History Month: Approved date of Saturday, March 26th at 1:00 PM

7. New business:

SORA program: Approved the bridging of consortium between the Library and Perth Amboy High School

Scheduling Meeting with Jill Goldy (CFO): Pending

Thomas Mundy Peterson Day: Approved for March 31st at 7:00 PM via Zoom.

-Approved to receive a quote to restore the original photograph of
Thomas Mundy Peterson voting in Perth Amboy, NJ

8. Public comment: Rene Skelton gave a brief statement on nominating the Perth Amboy Library to the National Register of Historic Places

9. Confirmed next meeting date for April 12th 2022

10. Closed Session

Adjourned: 19:47