



## LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, June 14th, 2022

Call to order time: 17:09

### I. Attendance/Roll Call

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

### 1. May minutes approved

### 2. Read and approved the Treasurer report/ bill list for May: \$3,538.94

- A. Books and Publications \$2,277.75
- B. Electrical: \$1,011.14
- C. Telephone: \$166.56
- D. AV: \$67.89

### 3. Report from Committees

- **Policy:** A Code of Conduct was created. Additional lines will be added i.e. building maintenance and staff policy
- **Personnel:** Library cards approved at \$45 per Trustee. The library logo will be changed; a contest will be held for all Perth Amboy Resident to create it. Brenda and Rosalie meet with Eddie, Melani, and Vilma two weeks ago and discussed their daily task, vision for the library, event ideas, feedback, etc.
- **Buildings and Grounds:** A budget for cameras should be created. Random cleaning supplies are scattered throughout the library; it should not be visible to the public. The empty book shelves in the middle of the library floor should be moved to the wall and the magazine stands moved to that location. The summer reading list should be moved closer to the entrance.
- **Finance:** The restoration of the TMP photograph requires a \$200 deposit. Five options of vendors are available; the trustees will vote on which vendor by next board meeting. A proposal for a web designer has been requested, our website has been down for several weeks.
- **Community:** A letter of gratitude has been drafted for the panelists of the Women's History Month event, cover letter and President's signature pending. We want to display books for Juneteenth and Pride, if we do not have any, we want to plan for Juneteenth and Pride next year.

Two major events we want to focus on is Hispanic Heritage month and University Day. A budget of \$500 per event has been proposed.

4. Business management report

- Library Concerns: Summer reading books need to be ordered this month to have them available for July. The list of books for all the schools in Perth Amboy were brought to the Library by Dr. Pepe. Two-three copies per book will be ordered. The Perth Amboy Public Library will be closed on the weekends after June 18<sup>th</sup>.
- Billing Invoices: 98 total paid invoices from January-April for books.

5. Old Business:

- Library accomplishments/reminders: Women's panel, SORA approved, new by-laws in place
- Hispanic Heritage Month: Date approved for October 1<sup>st</sup>, rain date October 8<sup>th</sup>
- University Day: September 17<sup>th</sup> –pending University's availability
- Library internship: Personnel will discuss what this position will entail
- Student Volunteers: Have a handful of students throughout the week help with summer reading and events.
- Friends of the Library Events: They paid for passes for library card holders to attend two museums. September 24<sup>th</sup> is set for the Lizard man.

6. New Business:

- Summer Reading Program: "Volvere Denuovo/I will come back" by Padgy Soltis is requesting to read in the children's library on July 14<sup>th</sup>. Vickiana will create the flyer and donate the books.
- New Trustee: Iris G. Alicea

7. Public Comment: Rene Skelton: Supports the Oral History Project and the Ghost Tour

Iris G. Alicea: Asked for the Library summer hours

8. Confirm the next meeting date

- Tuesday, July 12, 2022 at 5pm

Adjournment: 19:16