

# LIBRARY BOARD OF TRUSTEES MEETING | MINUTES

DATE: October 11<sup>th</sup> 2022 | CALL TO ORDER: 18:33 | ADJURNED: 20:57

Rosalie Morillo PRESENT  
Brenda Delgadillo PRESENT  
Vickiana Ortega PRESENT  
Courtney Pepe PRESENT  
Jacqueline Littlejohn PRESENT

Barbara Sottilaro PRESENT  
Jaime Fazzina ABSENT  
Maria Diaz PRESENT  
Iris Alicea PRESENT

## AGENDA TOPICS

1. Read and approved the September minutes
2. The Treasurer report is not available due to the bill list not have been generated
3. Due to time, our meeting procedures have changed. Everyone who needs to speak on the line item will do so without being interrupted. Trustees should write down their comments and at the end of the meeting we can discuss it.

### 4. REPORT FROM COMMITTEES

#### CHAIR

#### DATE | TIME

Policy: The proposal to permanently removing library fees will be revised Rosalie M

Personnel: CLOSED SESSION Brenda D

Buildings and Ground: The door from the lift is slamming into the wall, the contractor needs to be contact. Additional, the numbers representing each level on the lift needs to be clearer. The dolls on the glass frames should be moved to the children's library. The wall and the table by the entrance needs to be removed. The space between the stairs in the entrance needs to be changed; either with plants or artwork. The children's circulation desk should be free of clutter; it needs to be cleaned out. Vickiana O

Finance: Went over the City's budget of 2021 and 2022 to better prepare of the budget we should ask for 2023. We can allocate money from books and publication to our hiring budget. We also have the funds to do a fundraiser. Courtney P

Community: For future events, we need more outlets available throughout the library. We also should purchase a Maria D

#### 4. REPORT FROM COMMITTEES

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tent with our logo. We want to create an event for Halloween to have candy.

Children's Library: We want to build a monthly calendar where events reoccurring weekly are listed. We can partner with daycares or babysitting programs to bring the toddlers in throughout the days. We need to set a children's library budget.

#### 5. Interim Report

- A Halloween festivity will be held on Monday, October 31<sup>st</sup> 2022
- Met with two individuals regarding our website. Details and design pending. A quote of \$5500 has been received for the design, \$2000 will be charged for maintenance.
- Over 50 library cards were opened throughout the Hispanic Heritage Celebration

#### 6. Old business

#### Person responsible    Deadline

Business Cards: We need to create an event for artists to submit a logo design

Date | time

Book orders: We will not order new books until a form has been created. We already have a lot of books and have access to books from libraries across the state through various consortiums

Date | time

Library Volunteer: Let's get the community involved and create a form for residents to volunteer

#### 7. New business

#### Person responsible    Deadline

National Register Nomination: The Perth Amboy's historic preservation commission has the nomination written and funds to submit our library to be registered. It is an honor for the building and the city for be accepted. Benefits are grants from different organization and program. The process takes roughly 6-9 months.

Renee Skelton

Requesting library space: Anyone requesting library space should follow a guideline as they are a representation of us. A guide will be created

## 7. New business

Person responsible    Deadline

Date/Time Change for next meeting: Election date is on November 8<sup>th</sup>, we have to move our meeting. New date November 9<sup>th</sup> at 5:30

## 8. Comments/Questions on agenda items

- Purchasing two tents would be ideal
- Creating an LLC for events such as a gala or raffles
- Create one brochure or pamphlet that list all library information and resources. Eventually we can create a format or design to have it on the tote bag

## 9. Public Comment

NAME

ADDRESS

Megan Oduwela: She is an attorney that can represent the library. She can submit a proposal if needed.

824 Harbor town  
Bldv, Perth Amboy,  
NJ 08861

Rosemary: Gave great feedback on the Hispanic Heritage celebration.

663 Harbor Town,  
Perth Amboy, NJ  
08861

## 10. NEXT MEETING DATE CONFIRMED: November 9<sup>th</sup>, 2022 at 17:30