

# LIBRARY BOARD OF TRUSTEES MEETING | MINUTES

DATE: September 13<sup>th</sup>, 2023 | CALL TO ORDER: 5:30 PM | ADJURNED: 7:03 PM

Rosalie Morillo	PRESENT	Barbara Sottilaro	ABSENT
Brenda Delgadillo	PRESENT	Maria Diaz	PRESENT
Vickiana Ortega	PRESENT	Iris Alicea	PRESENT
Courtney Pepe	PRESENT	Loris Welch	PRESENT
Jacqueline Littlejohn	PRESENT		

## AGENDA TOPICS

1. Read and approved with one change in who was present last meeting
2. Read and approved the July report and bill list

TOTAL AMOUNT PAID: 23,887.72

PRINTING AND BINDING	\$140
CLEANING AND MAINTENANCE	\$482.07
BOOKS AND PUBLICATIONS	\$788.67
OFFICE SUPPLIES	\$1,711.59
PROFESSIONAL ASSOCIATION DUES	\$569.52
OFFICE EQUIPMENT	\$3,422.27
HEATING OIL	\$107.25
ELECTRICITY	\$1,813
PUBLIC EVENTS	\$120.55
CONSORTIUM	\$7,049.86

3. Read and approved the August report and bill list
- TOTAL AMOUNT PAID: \$13,609.58

PRINTING AND BINDING	\$25
CLEANING AND MAINTENANCE	\$64.35
BOOKS AND PUBLICATIONS	\$1,469.73
OFFICE SUPPLIES	\$646.35
PROFESSIONAL ASSOCIATION DUES	\$226.02
OFFICE EQUIPMENT	\$1,290.65

HEATING OIL	\$55.62
ELECTRICITY	\$1,906.13
TELEPHONE CHARGES	\$348.80
CONTRACTUAL SERVICES	\$450
BUILDING REPAIRS	\$1,002.46
PUBLIC EVENTS	\$462.07
CONSORTIUM	\$5,662.40

**4. Report from committees:**

POLICY- Went over the City Service Agreement

PERSONNEL- Closed session

BUILDINGS AND GROUND- month off

FINANCE- Went over the budget

COMMUNITY- month off

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**5. ACTING DIRECTOR REPORT**

- Raised \$7500 from sponsors for the HHM event
- The possibility of merging our library with PA public school's library to initiate students getting library cards
- Marking of programs: promoting Brainfuse and Mango (signage and videos)
- The security cameras are being installed

**6. Hispanic Heritage Month**

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Saturday, September 23<sup>th</sup> 2023 from 1:00 PM TO 5:00 PM

**7. Old business**

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- Went over the service agreement
- The City of Perth Amboy received the grant for the library. The City stated it might take between one to two years for the library to start utilizing the grant money.

**8. New business**

Email procedures-all emails including every board member must have the members besides the board President bcc'd

**9. No public comment**

**10. CLOSED SESSION**

**11. Next meeting confirmed to Wednesday, October 11<sup>th</sup>, 2023**