

1-17-23 Board Meeting Minutes

Trustee	Present	Absent
Albro	x	
Bucaro	X 5:31pm	
Centanni	x	
DiBernardo		x
Lee	x	
Mizdol	x	
Preinfalk	x	
Thompson	x	

Meeting Called to Order: 5:30 PM

Roll Call: 6 present, 2 absent

Reorganization Meeting:

Trina Bucaro entered meeting at 5:31pm

Election of Temporary Chair:

Suzanne Preinfalk served as temporary chairperson

Called for nominations for president:

Motion: Mizdol, Second: Graham - Albro president

7 yes, 1 absent

Dr. Albro Called for nominations for vice president:

Motion: Mizdol Second: Thompson - Centanni for VP

7 yes, 1 absent

Dr. Albro Called for nominations for Secretary:

Motion: Albro, Second: Preinfalk - DiBernardo Secretary

7 yes, 1 absent

Dr. Albro called for nominations for Treasurer:

Motion: Centanni, Second: Albro - Mizdol for treasurer

7 yes, 1 absent

Swearing of reappointed members:

Dr. Albro - facilitate the oath of allegiance to the following members:

Trina Bucaro and Magda Thompson

Motion to close the meeting: Centanni, Second: Preinfalk

7 yes, 1 absent

Meeting closed at 5:37pm

New Meeting:

Meeting Called to Order at 5:37pm

Open Public Meetings Act: In accordance with the NJ Open Public Meetings Law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website and the Library's Website: www.wallingtonnj.org & www.wallingtonpubliclibrary.org

Trustee	Present	Absent
Albro	x	
Bucaro	x	
Centanni	x	
DiBernardo		x
Lee	x	
Mizdol	x	
Preinfalk	x	
Thompson	x	

Approval of Dec 15, 2022 Meeting Minutes: Motion: Bucaro, Second: Graham

Minutes approved: 7 yes, 1 absent

Public Portion: No public present.

Budget Report:

Review of current finances and financial reports

- Waiting for Neglia to break out the basketball court charges from the Library charges.

Motion to accept Budget Report:

Centanni, Second: Preinfalk

7yes, 1 absent

Bills List (List Enclosed): No changes to bills list

Motion: Mizdol, Centanni

7 yes 1 absent

Correspondence: No correspondence was received.

Committee Updates:

- **Personnel Committee:** Ms. Ennist reported on her goals for this year
 - Two finalists were offered the position of Library Assistant - Both turned them down
 - Bringing another candidate in this week to see if there is interest
 - Discussion of how to proceed to seek more candidates for the position

Director's Report (Report Enclosed):

- Read and received
- Discussion of meeting with mayor and council to discuss the process for banding to finance the new library through the next year.

Approval of Director's Report: Motion: Centanni, Second: Preinfalk

Director's Report approved: 7 yes, 1 absent

NEW BUSINESS:

Resolutions En Masse:

- 1- Designating Depositories: Kearny and Spencer
- 2- Naming Library Purchasing Agent: Kathryn Ennist
- 3- Transferring Funds to Capital Account:
- 4- Approval of Director Goals for 2023: Fundraising, Passport, and Branding

Motion: Bucaro Second: Thompson

7 yes 1 abs

OLD BUSINESS:

New Library Updates:

- Trusses are in
- Meeting with the Borough to take place in next two weeks
- Interior designer has given us updated floor plans - similar to the first

Fundraising Discussion and review of Materials

- Tabled to the next meeting

Meeting Adjourned: 6:34PM

Motion: Preinfalk Second: Mizdol

7 yes, 1 absent

2-21-23 Board Meeting Minutes

Trustee	Present	Absent
Albro	x	
Bucaro	x	
Centanni	x	
DiBernardo	x	
Lee	x	
Mizdol	x(via teleconference)	Left meeting at 6:37pm
Preinfalk	x	
Thompson	x	

Meeting Called to Order: 5:35 PM

Roll Call: 8 present

Open Public Meetings Act: In accordance with the NJ Open Public Meetings Law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website and the Library's Website: www.wallingtonj.org & www.wallingtonpubliclibrary.org

Approval of Jan 17, 2023 Meeting Minutes: Motion: Bucaro, Second: GrahamDiBernardo
Minutes approved: 8 yes

Public Portion: Nobody requested to speak

Budget Report:

Ms. Ennist distributed a publication from BCCLS which outlines the savings we achieve by being members of BCCLS.

We have still yet to receive the report from Neglia separating the basketball court work from the Library work.

\$32,700 surplus from prior year budget. This amounts to approx. \$57,000 total.

Motion to accept Budget Report:

Motion: Centanni, Second: Graham

8yes

Bills List (List Enclosed):

Motion to pay bills: DiBernardo, Second: Preinfalk

8 yes

Correspondence: No correspondence was received.

Committee Updates:

Resolution: Approve Committees as submitted for 2023

Motion: Thompson, Second: Preinfalk

8 yes

Personnel Committee Update: Held until new business

Resolution to enter into executive session:

Discussion on contractual obligations regarding sick leave

Motion: Bucaro, Second: Preinfalk

8 yes

Return to Regular Session:

Motion: Bucaro, Second: Preinfalk

8 yes

Director's Report (Report Enclosed):

- Read and received
- Discussion on PD hours that are required for all trustees
- Grant information that Kathryn is looking to put in for

Approval of Director's Report: Motion: Centanni, Second: Preinfalk

8 yes

NEW BUSINESS:

Resolution: Approval of Sick Day compensation letter as discussed.

Motion: Bucaro, Second: Preinfalk

8 yes

Discussion: Adult Services Coordinator position: Ms. Ennist has a recommendation for the position.

Some members of the committee would prefer to repost the position to see if we can find additional candidates. Other members felt that it was unclear as to what was decided after the last board meeting whether or not we were reinterviewing the candidates or whether we were reposting the position.

Mrs. Mizdol stated that she felt that we had the recommendation she needed from the director and that it is her responsibility to make those recommendations.

Ms. Ennist reviewed the qualifications of the candidate, and why she thought she would be a good fit for the position.

Resolution: Resolution to hire for the position of the Adult Services Coordinator position:
Candidate Fanny Duran

Motion: Centanni, Second: DiBernardo

3 yes, 5 no

Albro	No
Bucaro	No
Centanni	Yes
DiBernardo	Yes
Lee	No
Mizdol	Yes
Preinfalk	No
Thompson	No

Ms. Ennist will repost and interview prior to our next meeting. The previous recommendation is still eligible for the position next month.

Ms. Ennist cautioned that the library is currently understaffed, and that it would be prudent to fill this position as soon as possible so that the building can be staffed properly.

Old Business:

New Library Update:

Discussion of cracked trusses at the new building, and remedy to replace.

Discussion of the internet, phone, and security wiring at the new library

Discussion of moving companies with varied pricing

A meeting took place with our committee and representatives for the finishes for the interior of the library

Janet Mizdol left the meeting at 6:37pm

Next meeting is March 21, 2023

Meeting Adjourned: 6:47 PM

Motion: Preinfalk Second: Bucaro

7 yes, 1 absent

JFK Library Meeting Minutes/Log
March 21, 2023

Trustee	Present	Absent
Albro	x	
Bucaro	x	
Centanni	x	
DiBernardo	x	
Lee	x	
Mizdol	x(via teleconference)	
Preinfalk	X	
Thompson	x	

Meeting Called to Order: 5:38 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonj.org.

Roll Call: 8 present

Appointment of Genevieve Kacmarcik to Library Board of Trustees

Approval of February 21, 2023 Minutes: Motion: DiBernardo, Second: Centanni
Minutes approved as presented (9 yes)

Public Portion: No public present

Budget Report: Motion: Preinfalk, Second: Lee
9 yes
Report read and accepted

Approval of List of Bills: Motion: Preinfalk, Second: Kacmarcik
9 yes

Correspondence:

None

Committee Updates:

Committee reorganization to include new Board Member. Ms. Kacmarcik will review the list so she can choose which committee she would like to be on.

Director's Report: Motion: Centani, Second: Thompson

9 yes

Report read and accepted.

New Business:

Discussion: Review of the Trustee By-Laws

We do not need a Recording and Corresponding secretary.

Janet and Janet went to the Trustee Talk. They gave us a short synopsis of the webinar.

Discussion: Adult Services Coordinator Recommendation

Mariah Texidor was recommended for the position

Motion to approve: Centanni Second: Mizdol

9 yes

Resolution: Hiring a Moving Company

Clancy Relocation & Logistics were highly recommended by other libraries

Motion to approve contract pending recommendations

Motion : Centanni Second: Thompson

9 yes

Resolution: Contract with Creative Library Concepts

For the Library's interior furnishings and shelving pending the adoption of the Borough's Capital Ordinance and expiration of the 20 day estoppel period

Motion : DiBernardo Second: Preinfalk

All in favor: (Aye)

Old Business:

New Library Updates:

A walk through of the library will be set up for the coming week.

April 11th meeting will be at 6:00pm.

Motion to Adjourn: Motion: Preinfalk Second: Bucaro.

All in favor (Aye)

Meeting Adjourned at 6:15 pm.

JFK Library Meeting Minutes/Log
April 11, 2023

Trustee	Present	Absent
Albro		x
Bucaro	x	
Centanni	x	
Dabal	x	
DiBernardo	x	
Kacmarcik	x	
Lee	x	
Mizdol	x	
Preinfalk	x	
Thompson	x	

Meeting Called to Order: 6:10 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonnj.org.

Roll Call: 9 present, 1 absent

Approval of March 21, 2023 Minutes: Motion: Kacmarcik, Second: Bucaro
Minutes approved: 8 yes, 1 absent, 1 abstain

Public Portion: No public present

Budget Report: Motion: Preinfalk, Second: Lee
BR approved: 8 yes, 1 absent, 1 abstain
Report read and accepted

Approval of List of Bills: Motion: Centanni, Second: DiBernardo
List of Bills approved: 8 yes, 1 absent, 1 abstain

Correspondence:

OPRA request was received concerning the Childrens programming person. Discussion about resumes being distributed to the Mayor and personnel committee.

Committee Updates:

New Committee list to include Genevieve Kacmarcik on the Facilities Committee and the Finance Committee. The Programming Committee will be Bucaro, Thompson, Graham. The Fundraising Committee will be Bucaro, Graham, and Preinfalk.

Director's Report: Motion: Centani, Second: Kacmarcik

8 yes, 1 absent, 1 abstain

Report read and accepted.

New Business:**Discussion:**

Discussion of when to start the Friends of the Library.

Old Business:**New Library Updates:**

Reliable says the work will be done closer to the end of December because of supply issues.

There is no need to ask for an extension for the grant.

Clancy will be the moving company.

Motion to Adjourn: Motion: Centanni Second: DiBernardo.

All in favor (Aye)

Meeting Adjourned at 7:57 pm

5-16-23 Board Meeting Minutes

Trustee	Present	Absent
Albro	x	
Bucaro	x	
Centanni	x	
DiBernardo	x	
Graham	x	
Mizdol	x	
Preinfalk	x	
Thompson	x	Arrived 5:36pm
Kacmarcik	x	

Meeting Called to Order: 5:35 PM

Roll Call: 8 present Absent

Open Public Meetings Act: In accordance with the NJ Open Public Meetings Law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website and the Library's Website: www.wallingtonnj.org & www.wallingtonpubliclibrary.org

Approval of April 11, 2023 Meeting Minutes: Motion: Centanni, Second: Kacmarcik
Minutes approved: 7 yes, 1 abstention

Public Portion: Nobody requested to speak. Introduction of the new adult services coordinator.

Budget Report:

Bills list for payment - added a WB Mason bill for supplies that recently came in.

Motion to Pay bills

Motion: DiBernardo Second: Graham

9 yes

Budget Report:

Motion to Accept Report: Motion: Centanni, Second: DiBernardo

9 yes

Correspondence: No correspondence was received.

Committee Updates:

Finance Committee: Budgeting for personnel for next two years, and capital expenditures upcoming. Discussion on part time vs full time for youth services librarian, and not replacing certain positions that have been reduced through attrition. Discussion of the possibility of selling library furniture.

Programming Committee: Paint and Sip at the Civic Center. 7:15 pm Friday, May 19, 2023. Discussion on communicating the programming committee ideas to the leadership and to the rest of the trustees so that we can budget accordingly.

Director's Report (Report Enclosed):

- Read and received
- Still looking for a youth services coordinator

NEW BUSINESS:

Preinfalk: EV Charging Stations (2) for the parking lot at the Library. Borough would be responsible for paying for the maintenance of the EV stations. Concern about the parking spaces that would be taken up with the charging stations. In addition, a question was brought up about Tatra Haus being able to use the lot. Dr. Albro brought up that he felt the lot should be used for library purposes only. The board can revisit the conversation if/when the borough receives the grant approval.

Albro: Meeting with Veterans

- Need for "long table"
- Discussion of need for room for plaques
- Possible storage of records
- Mannequin for uniform displays for veterans

Mrs. Mizdol suggested a tour of the new library for the veterans

Dr. Albro resigned as President of the Board due to his new position. He called for nominations for president.

Prior to nominations, Mrs. Mizdol noted that it was not best practice for ex-officios, including Dr. Albro, to be president. Dr. Albro questioned why this was an issue now. Mrs. Mizdol explained that she received information about best practices from the State Library during a training session in March. She had also confirmed the information via email correspondence with the state librarian who had led the training session.

Mrs. Centanni noted that she also attended the training and that, according to NJLTA, only four people on the board need to be from Wallington. The Board could choose to have up to three nonresident board members. Nonresident board members would be eligible to be president.

Nominations for President:

Thompson Nominated Preinfalk with Graham seconding the nomination

Centanni Nominated Kacmarcik, with Mizdol seconding the nomination. Kacmarcik refused the nomination due to her inexperience with the Board.

Roll Call on nomination of Susanne Preinfalk as President of the Board of Trustees. There were no other nominations.

Trustee	Yes	No
Albro	x	
Bucaro	x	
Centanni		x
DiBernardo	x	
Graham	x	
Mizdol		x
Preinfalk	x	
Thompson	x	
Kacmarcik	x	

7 Yes, 2 No

Mrs. Mizdol stated that she voted no for Mrs. Preinfalk based on the information she had received from the State Library on best practices as noted in the earlier discussion.

Old Business:

New Library Update: Discussion of technology at Library

The Board entered Executive Session at 6:38 PM to discuss the topic: Facility Usage
The Board returned to Regular Session at 6:48PM

Meeting Adjourned: 6:49 PM

Motion: Preinfalk Second: Bucaro

9 yes

JFK Library Meeting Minutes/Log
June 20, 2023

Trustee	Present	Absent
Albro	x	
Bucaro	x	
Centanni	x	
Dabal	x	
DiBernardo	x	
Kacmarcik	x	
Lee	x	
Mizdol	x	
Preinfalk	x	
Thompson	X	Arrived at 5:44

Meeting Called to Order: 5:36 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonnj.org.

Roll Call: 8 present, 1 absent

Approval of May 16, 2023 Minutes: Motion: Albro, Second: Bucaro
Minutes approved: 8 yes, 1 absent

Public Portion: No public present

Budget Report: Motion: Centanni, Second: Mizdol
BR approved: 9 yes
Report read and accepted

Approval of List of Bills: Motion: DiBernardo, Second: Centanni
List of Bills approved: 9 yes

Correspondence:

No correspondence was received.

Committee Updates:

The Programming Committee wants to meet with Mariah Texidor, the adult programming coordinator often. There were questions about the Book Club for young adults in July. They want to make sure Mariah is prepared for questions by having resources available. The book club will be scheduled for August to have more time to prepare.

Director's Report:

Summer reading will begin June 21st. Discussion about the open youth service position. BCCLS will have a new member-South Orange which can possibly lower our membership fee.

Motion: Mizdol, Second: Kacmarcik

9 yes

Report read and accepted.

New Business:

None

Old Business:**New Library Updates:**

Quotes were received for the low voltage wiring.

Motion to Adjourn: Motion: Kacmarcik Second: Graham.

All in favor (Aye)

Meeting Adjourned at 6:37 pm

JFK Library Meeting Minutes/Log
July 6, 2023

Trustee	Present	Absent
Bucaro	X 5:35	
Centanni	X Left 6:50	
Dabal	X 5:40 Left 6:40	
DiBernardo	X	
Kacmarcik	X Left 7:03	
Lee	X 5:50	
Lozanski	X Left 6:10	
Mizdol	X	
Preinfalk	x	
Thompson	X	

Meeting Called to Order: 5:33 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonnj.org.

Roll Call: 7 present, 3 absent

Discussion of the book *Detransition, Baby*

The board wants to choose the book for the Book Club. This book is too graphic.

Approval of June 20, 2023 Minutes: Motion: Mizdol, Second: Kacmarcik
Minutes approved: 9 yes, 1 absent

Public Portion: No public present

Approval of Amended 5/16/2023 Meeting Minutes: Motion: Thompson, Second: Bucaro

Budget Report: Motion: DiBernardo, Second: Preinfalk

BR approved: 9 yes

Report read and accepted

Approval of List of Bills: Motion: DiBernardo, Second: Centanni

List of Bills approved: 9 yes

Correspondence:

No correspondence was received.

Committee Updates:

The reorganization of Committees will be tabled till the next meeting when Dr. Lozanski is present.

Director's Report:

Tonette has been with the library for 20 years on August 12, 2023.

Motion: Mizdol, Second: Lee

8 yes; Report read and accepted.

New Business:

The Summer Concert is July 27th and September 28th. The library should be represented. New choices were presented for the logo.

Review of Low Voltage Wiring, Security, and Phone proposals:

Resolution:

To contract with Extel for the Low Voltage Wiring Installation, Security installation, and the Phone Systems and service for the new library.

Motion: Thompson, Second: Mizdol

8 yes; Resolution passed.

Old Business:

New Library Updates:

The stone work is finished. They are working on the drainage. The electrical work passed. The plaque was installed on the chimney. The siding will start in 2 weeks.

Review of remaining New Library costs:

The original ordinance has a 0 Balance.

The new ordinance will be used now for all other expenses.

Motion to Adjourn: Motion: Mizdol Second: Bucaro.

All in favor (Aye)

Meeting Adjourned at 7:12 pm

9.19.23 Board Meeting Minutes

Trustee	Present	Absent
Bucaro		X
Centanni	X	
Dabal		X
DiBernardo		X
Kacmarcik	X	
Lee		X
Lozanski	X (left 5:48 pm)	
Mizdol	X	
Preinfalk (Mayor's Alternate)	X	
Thompson	X	

Meeting Called to Order: 5:38 PM

Open Public Meetings Act: In accordance with the NJ Open Public Meetings Law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website and the Library's Website: www.wallingtonnj.org & www.wallingtonpubliclibrary.org.

Roll Call: 6 present, 3 absent.

Approval of 7.6.23 Meeting Minutes: Motion: Kacmarcik Second: Lozanski
Minutes approved: 6 yes, 3 absent.

Public Portion: No public present.

Budget Report: Motion: Thompson Second: Kacmarcik
Report approved: 6 yes, 3 absent.

Approval of List of Bills: Motion: Kacmarcik Second: Thompson
List of Bills approved: 6 yes, 3 absent.

Correspondence: Letter from Susan Kowalski dated 9.1.23 announcing retirement.

Committee Updates:

Reorganization of Committees: *Discussion carried to next meeting as a courtesy to absent board members. Selection of Committees will be finalized at October 2023 Board Meeting.*

Finance Committee: The Finance Committee met in September to review the status of the FY2023 budget, as well as draft FY2024 budget. With the retirement of the Senior Library Assistant in December 2023, the committee and the library director conducted a review of the monies available for open/replacement positions. It was determined that there are sufficient funds in the budget to support the replacement of a full-time Senior Library Assistant as well as a part-time Youth Services Coordinator.

Resolution: To seek candidate for full-time Senior Library Assistant at a salary not to exceed budgeted line item cost and subject to a 90-day probationary period.

Motion: Kacmarcik Second: Centanni

Resolution approved: 5 yes, 4 absent.

Resolution:

Director's Report:

Report read and accepted.

Motion: Kacmarcik Second: Thompson

Report approved: 5 yes, 4 absent.

NEW BUSINESS:

1. **New Library Logo** - *Discussion carried to next meeting as a courtesy to absent board members. Selection of the new logo will be finalized at October 2023 Board Meeting.*

2. **New Phone System: Broadvoice**

Resolution: To waive the need for a Broadvoice representative to sign monthly payment vouchers. In lieu of signature, Broadvoice's W-9 and Business Registration will be attached to each invoice and unsigned voucher.

Motion: Thompson Second: Centanni

Report approved: 5 yes, 4 absent.

3. **2024 Library Board Meeting Schedule**

Discussion carried to next meeting as a courtesy to absent board members. Board Meeting Schedule for 2024 will be finalized at October 2023 Board Meeting.

4. 2024 Library Holiday Schedule

Resolution: To adopt the included 2024 Library Holiday Schedule. (see attached schedule)

Motion: Thompson Second: Kacmarcik

Report approved: 5 yes, 4 absent.

5. PBA Ad

Resolution: To purchase a \$200 journal ad for the 4th Annual Police Ball held on 11.17.23.

Motion: Kacmarcik Second: Centanni

Report approved: 5 yes, 4 absent.

OLD BUSINESS:

New Library Updates:

Interior and exterior construction continues at the new library. Front and back doors have been installed, siding is going up and site work has begun on the grounds surrounding the building.

Arrangements for the removal of the old VFW sign need to be made. Trustee Preinfalk to discuss with Ray Dynes.

OTHER: Tonette Benz was honored for her 20 years of employment with the library.

Meeting Adjourned: 7:08 PM

Motion: Kacmarcik Second: Thompson

Report approved: 5 yes, 4 absent.

JFK Library Meeting Minutes/Log
October 17, 2023

Trustee	Present	Absent
Bucaro	X	
Centanni	X left at 6:15	
Dabal		
DiBernardo	X	
Kacmarcik	X	
Lee	X	
Lozanski	X	
Mizdol	X	
Preinfalk	x	
Thompson	X	

Meeting Called to Order: 5:35 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonnj.org.

Roll Call: 9 present, 0 absent

Approval of September 19, 2023 Minutes: Motion: Mizdol, Second: Centanni
Minutes approved: 9 yes, 0 absent

Public Portion: No public present

Budget Report: Motion: DiBernardo, Second: Preinfalk
BR approved: 9 yes
Report read and accepted

Approval of List of Bills: Motion: Centanni, Second: DiBernardo

List of Bills approved: 9 yes

2022 Auditor's Report distribution

Correspondence:

Correspondence was received from the daughter of Mrs. Plucinski, Donna Novak, on 10/4/2023 and 10/05/2023 via Facebook Messenger questioning if her mom would be honored at the new library.

Correspondence was received from Susan Kowalski on 10/10/2023 via letter recommending Mariah Texidor for the Senior Library Assistant position.

Committee Updates:

Dr. Lozanski was added to the Facilities Committee and Genevieve Kacmarcik was added to Personnel. Maggie Thompson was added to Fundraising and Joan DiBernardo was added to Library Construction Committee..

Director's Report:

Approval of Director's Report Motion: Mizdol, Second: Graham
9 yes; Report read and accepted.

Executive Session:

Motion to go into executive session to discuss the Senior Library Assistant/ Head of Circulation Position: Thompson Second: Mizdol

Motion to return to regular session: Bucaro Second: Centanni
9 yes

New Business:

1. **Resolution:** To promote Mariah Texidor to the position of Senior Library Assistant/Head of Circulation with a starting date of November 1, 2023.

Motion: Kacmarcik Second: Centanni

9 yes

Motion to place the ad for a part time youth services and library assistant: DiBernardo, Second: Preinfalk

2. **Review of the Library's Personnel Manual Draft**

Tabled till the next meeting

3. **New Library Logo**

Resolution: To adopt logo option #3 for the new library to be used on all marketing, promotional material, signage, correspondence, and communications for the library.

Motion: Centanni Second: Lozanski

9 yes

4. **2024 Library Board Meeting Schedule**

Resolution: To adopt the included 2024 Library Board of Trustees Meeting Schedule. The board will meet on the 3rd Tuesday of every month in the Library at 5:30. Motion: DiBernardo, Second: Mizdol

9 yes

Old Business:

New Library Updates:

Kathryn compiled an update and handed it out to the Board.

Other:

The trunk or Treat is October 29th at the High School. It starts at 4:00

Motion to Adjourn: Motion: Graham Second: Mizdol.

All in favor (Aye)

Meeting Adjourned at 6:30 pm

10.25.23 Special Board Meeting Minutes

Trustee	Present	Absent
Bucaro	x	
Centanni	x (via phone)	
DiBernardo		x
Kacmarcik	x	
Lee	x	
Lozanski		x
Mizdol	x	
Preinfalk	x	
Thompson	x	

Meeting called to order at 5:00 PM by Susanne Preinfalk.

Roll Call: 7 present, 2 absent

Public Portion: No public was present at the meeting.

SPECIAL BUSINESS:

1. Kathryn Ennist provided the board with information about hiring an interim director. The Board reviewed and discussed this information: different companies and individuals that could be hired to assist in the process, known individuals who have served as interim directors in the past, how and what to advertise, and budgeting for an interim director.
2. **Resolution:** To search for and hire an interim library director to serve the library for a maximum of six months as the library conducts a search for a full-time library director.
Motion: Susanne Preinfalk **Second:** Aeri Lee
7 yes, 0 no, 2 absent, 0 abstention

Meeting Adjourned: 5:32 PM

Motion: Maggie Thompson **Second:** Genevieve Kacmarcik

7 yes, 0 no, 2 absent, 0 abstention

JFK Library Meeting Minutes/Log
November 2023

Trustee	Present	Absent
Bucaro	X	
Centanni	X	
Dabal		
DiBernardo	X	
Kacmarcik	X	
Lee	X	
Lozanski	X	
Mizdol	X	
Preinfalk	x	
Thompson	X	

Meeting Called to Order: 5:33 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonj.org.

Roll Call: 9 present, 0 absent

Approval of October 17, 2023 Minutes: Motion: DiBernardo, Second: Bucaro
Minutes approved: 9 yes, 0 absent

Public Portion: No public present

Budget Report: Motion: Lozanski, Second: Graham
BR approved: 9 yes
Report read and accepted

Approval of List of Bills: Motion: Thompson, Second: Lozanski

List of Bills approved: 9 yes

Correspondence: None

Committee Updates:

Finance Committee- Funding is moving forward. We can afford to hire 2 part time employees

Personnel Committee - We are receiving Director resumes. We have 6 so far. Kathryn's last day is December 8. The ad is posted on the website.

Director's Report:

The Library Board needs 7 total hours of training. March 15th is the due date. Mariah will be the contact person for BCCLS. Jacqueline Hertz will be the Librarian assistant and Tammy Valentine will be offered part time for 3 months and then full time with no benefits.\$29.00 per hour.

Approval of Director's Report Motion: Mizdol, Second: Graham

9 yes; Report read and accepted.

New Business:

Resolution: To waive the need for an Amazon representative to sign monthly payment vouchers. In lieu of signature, Amazon's W-9 and Business Registration will be attached to each invoice and unsigned voucher.

Motion: Lozanski Second: DiBernardo

9 yes

Resolution: To hire a new library assistant to start on 12/4/2023

Motion: Preinfalk, Second: Thompson

Old Business:**New Library Updates:**

Work being done: Landscape and irrigation, sidewalks, paving coat, pavers, lights, retractable curtain and hooking up the sewers. The outside sign is wooden and is budgeted for.

Motion to Adjourn: Motion: Bucaro Second: Thompson.

All in favor (Aye)

Meeting Adjourned at 6:30 pm

Library Board Meeting Minutes
December 19, 2023

Trustee	Present	Absent
Bucaro	X	
Centanni	X	
Dabal		
DiBernardo		X
Kacmarcik		X
Lee	X	
Lozanski	X	
Mizdol	X	
Preinfalk (Mayor's Alternate)	X	
Thompson	X	

Meeting Called to Order: 5:40 PM

Open Public Meetings Act: In accordance with the NJ Open Public Meetings Law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website and the Library's Website: www.wallingtonnj.org & www.wallingtonpubliclibrary.org.

Roll Call: 8 Present, 1 Absent

Pledge of Allegiance

Approval of the November 21st Meeting Minutes: Motion: Bucaro Second: Thompson

Public Portion: No public present.

Budget Report: Motion: Kacmarcik Second: Lozanski
Roll Call: 8 yes, 1 absent

Approval of List of Bills: Motion: Kacmarcik Second: Thompson
All bills approved except for check #3747 as the vendor EBSCO Information Services had not yet supplied voucher.

List of Bills approved: Roll Call: 8 yes, 1 absent.

Correspondence: Letter from Jennifer Cullen advising she was pulling her application for Library Director as she had found another job.

Letter from Risa D'Angelo thanking the board for the opportunity to be interviewed for the Library Director position.

Committee Updates: No committee reports at this time.

Executive Session:

Motion to go into executive session: 5:50PM

Motion: Thompson Second: Centanni

All in favor: 8 yes, 1 absent

Motion to come out of executive session: 6:05PM

Motion: Centanni Second: Lozanski

Resolution: To hire new library director at a salary of no higher than \$85,000.00. Offer letter will be sent with and estimated start date of January 8, 2024.

Motion: Preinflak Second: Lozanski

All in favor: 8 yes, 1 absent

Resolution:

Director's Report:

Report read and accepted.

Motion: Kacmarcik Second: Thompson

Report approved: 8 yes, 1 absent.

NEW BUSINESS:

Quotes were received for new signs outside the library.

Two-sided Wood Sign: \$4960.00

Digital Sign: \$20,870.00

Discussion on how to pay for new sign, tabled to a later date.

Plaque for dedication of the new library: Mayor and Council will purchase the plaque.

Once the library is completed, security systems need to be quoted. As it is a public space, it has to be a monitored system.

OLD BUSINESS:

New Library Updates:

Library construction, the carpeting is still delayed. Once the carpeting is installed, the furniture company can come in to do their final measurements and layout of the new library.

Residents are parking in the new library parking lot overnight. It will be brought to the attention of the Mayor and Council to address. The question of liability also needs to be addressed, as well as a plan for prevention in the future.

The parking lot needs to be line striped; the front of the library needs to be cleaned up. The weekend storm may have damaged some of the newly planted trees.

Library staff have begun going through the old library and cleaning and packing up to move to the new library.

Adjournment:

Motion to Adjourn: Thompson Second: Lee

All in favor: 8 yes, 1 absent