

LIBRARY BOARD OF TRUSTEES MEETING | MINUTES

DATE: August 21, 2024 | CALL TO ORDER: 5:31 PM | ADJURNED: 6:35 PM

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

Barbara Sottilaro PRESENT
 Maria Diaz PRESENT
 Iris Alicea PRESENT
 Loris Welch PRESENT

AGENDA TOPICS

1. Approved the June and July minutes
2. Read and approved the May, June and July bill list

a. May Bill List

Total \$9,486.13

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|--------------------|------------|------------------|------------|
| Book & Publication | \$1,626.06 | Electricity | \$1,678.67 |
| Heating Oil | \$818.02 | Public Event | \$821.42 |
| Building Repairs | \$35.00 | Consortium | \$2,981.41 |
| Telephone Charges | \$245.24 | Office Equipment | \$504.00 |
| Office Supplies | \$758.31 | | |

b. June Bill List

Total \$12,904.59

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|------------------------|-----------|----------------------|------------|
| Cleaning & Maintenance | \$59.50 | Books & Publications | \$1,769.40 |
| Uniforms – Blue Collar | \$178.28 | Heating Oil | \$562.27 |
| Electricity | \$1895.73 | Telephone Charges | \$245.24 |
| Building Repairs | \$20.00 | Public Events | \$957.80 |
| Audio Visual | \$25.01 | Consortium | \$7,191.36 |

c. July bill list

Total \$20,595.49

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|------------------------|------------|-------------------------------|-------------|
| Cleaning & Maintenance | \$250.22 | Book & Publication | \$1,046.28 |
| Office Supplies | \$1,440.42 | Professional Association Dues | \$200.00 |
| Office Equipment | \$135.98 | Heating Oil | \$133.08 |
| Electricity | \$2,030.53 | Telephone Charges | \$244.24 |
| Contractual Services | \$1,590.01 | Public Events | \$338.86 |
| Audio Visual | \$145.01 | Consortium | \$13,040.86 |

3. Interim Report

- ❖ The new Children’s Librarian, Thatiana Alban is acclimating to the work. We have seen an increase in children’s programs offered.
- ❖ The Summer Reading Program is going well with 32 participants enrolled. We have given away great prizes such as a Kindle book reader, a digital camera and tickets to AMC Theater.
- ❖ Kids Summer Program was very successful with 20 children that participated. The program finished with a pizza party with games and giveaways on August 13.
- ❖ The City of Water Day event was successful at the Perth Amboy Waterfront. The Library helped educate the community on the importance of preserving our waterways.
- ❖ History Room was reorganized to prepare for the renovations that will take place in the coming months
- ❖ The Hispanic Heritage event is underway and will take place on Saturday, October 5, 2024
- ❖ ESL classes will begin in September again and the Citizenship classes begin in October
- ❖ With the increase of library patron visits with mental health issues, there is interest in hiring a security guard for the library.
- ❖ The library has a few maintenance repairs needed including a leak on the roof and a cracked wall. A contractor has submitted a quote for the work to be done and is being reviewed by the Buildings and Grounds committee.

4. New Business

- The Board President announced the formation of a committee for library renovations, which will collaborate with the Library Director.
- The Library Board of Trustees encountered difficulties accessing their City emails, leading to unawareness of the deadline for submitting financial disclosure statements. As a result, several members were initially fined \$100. Following discussions with State representatives regarding issues with the State website, the fines were waived. Additionally, the City’s IT department has resolved the email access issues.
- The October 16th meeting has been rescheduled to October 9th. Public notifications will be issued through news outlets and publications to inform the community of the new date.

5. Old Business

- The Board President announced that the bylaws require revision and that a new committee will be established to review them. Appointments to this committee will be made by the Board President.
- The Board of Trustees has revised the service agreement between the City of Perth Amboy and the Perth Amboy Library and has returned it to the administration office for further review.
- The Library Director, City’s purchasing department, and the Historic Architect have reviewed the contract for hiring the Historic Architect. Once the agreement is signed and approved by the Council, the Historic Architect will begin assessing the library for necessary improvements.
- Eyes of the Wild program, sponsored by the Friends of Perth Amboy Public Library, is scheduled for September 28 at 12:30 PM.

6. Public Comment

NAME

ADDRESS

No public comment

7. NEXT MEETING DATE CONFIRMED: Wednesday, October 9
8. MEETING ADJOURNED: 6:35 P.M.

