



LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: September 15, 2025 | CALL TO ORDER: 5:36pm | ADJOURNED: 7:37pm

TRUSTEES

Iris Alicea	PRESENT	Barbara Sottilaro	PRESENT
Brenda Delgadillo	PRESENT	Maria Diaz	PRESENT
Vickiana Ortega	PRESENT	Alyssa Kennedy	PRESENT
Lindsey Tich	PRESENT	Loris Welch	ABSENT
Isaiah Gomez	PRESENT		

AGENDA TOPICS

1. Approved Agenda
 - Lindsey Tisch made a motion to approve the agenda.
 - Alyssa Kennedy seconded the motion.
2. Approved the July 16, 2025 meeting minutes
 - Iris Alicea made a motion to approve the July minutes.
 - Barbara Sottilaro seconded the motion.
3. Approved the July 30, 2025 special meeting minutes
 - Iris Alicea made a motion to approve the special meeting minutes.
 - Barbara Sottilaro seconded the motion.
4. Presentation by Phil George, Esq.
 - The library board sets its own policies and budget, but the Executive Director handles daily operations and supervises all staff. Trustees should not be involved in employee discipline, promotions, or supervision.
 - Employees report to the Executive Director, not to the board. The board's role is to create policy and monitor its implementation—not micromanage.
 - The board president is the point of contact and functions as the director's supervisor. All concerns should be routed through the president.
 - A monthly director's report allows the board to ask policy-related questions. Policy implementation does not require a resolution unless it directly affects the board.
 - A Rice notice may be needed when an employee or their position is discussed in a meeting, so they can choose public or private discussion; not all trustees need individual notification.
5. Announcements
 - Friends of the Library
 - Selling Boscov passes for fundraiser - 10/22
 - Thursday - Presentation 10 year recap
 - Saturday - Eyes of the Wild
 - Upcoming library programs
 - Book publishing academy - 3 young authors being recognized
 - Recommended 5 students for next year, look to see for next year's budget

- Hispanic heritage celebration - 10/4
 - Chess tournament - 10/11
 - Teen Advisory Board - next month
- 6. Public Comment**
- Iris Alicea made a motion to open public comment.
 - Maria Diaz seconded the motion.
 - No public comment
 - Barbara Sottilaro made a motion to close public comment.
 - Maria Diaz seconded the motion.
- 7. Treasurer's Report**
- Read and approved July 2025 bill totaling \$17,216.11
 - Iris Alicea made a motion to approve.
 - Alyssa Kennedy seconded the motion.
 - August bill not received by the City - will be reviewed at the October meeting.
- 8. Committee Reports**
- Policy & Personnel: Create fire drill - Iris Alicea made motion to approve , Isaiah Gomez seconded the motion
 - Community Engagement: Discuss Women's Panel criteria, finalize for Oct. meeting so we can put it out to the public. Plan for a special meeting in December to vote on panelists.
- 9. Acting Director Report**
- Library Engagement Tracker: A new reporting tool has been created to analyze engagement data and guide future library programming.
 - 5-Year Strategic Plan: The Strategic Planning Committee is finalizing a draft to ensure the library's long-term goals align with its mission and resources.
 - Library Renovation Status: The City Council is reviewing a budget increase for lower-level renovations, with final approval anticipated on September 24.
 - Cleaning Company / Security Position: The Security Guard position is still pending approval, but staff-led monitoring has improved safety and reduced costs.
 - Social Media Engagement – Instagram: The library's Instagram continues to thrive as a creative and engaging community platform.
 - Trustee Manual: Updated Trustee Manuals are complete and will be distributed at the September 15th meeting to enhance governance consistency.
 - 250th Anniversary Committee: The library will participate in planning Perth Amboy's contributions to the nation's 250th anniversary celebration.
 - Rutgers Intern: A Rutgers Social Work intern is developing a community resource directory and providing technical assistance to patrons.
 - Book Publishing Academy (BPA): The library will host a book launch on September 27 to celebrate three local authors' achievements.
 - Back to School Programs: Two successful back-to-school events fostered student creativity and strengthened community connections.
 - Chess Tournament: The first library chess tournament drew 18 players and strong community enthusiasm, with plans for another in October.
- 10. Old Business**
- Trustee Manual
 - Hard copies available for pick up
 - Recommended to have an orientation for new trustees

NEXT MEETING

October 20, 2025 at 5:30pm