



## LIBRARY BOARD OF TRUSTEES MEETING MINUTES

*DATE: July 16, 2025 | CALL TO ORDER: 5:40pm | ADJOURNED: 6:41pm*

### TRUSTEES

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

### AGENDA TOPICS

1. Approved Agenda
  - Loris Welch made a motion to approve the agenda.
  - Isaiah Gomez seconded the motion.
2. Approved the June 2025 minutes
  - Isaiah Gomez made a motion to approve the May minutes.
  - Barbara Sottilaro seconded the motion.
3. Presentation by Phil George, Esq.
  - Rescheduled to September meeting.
4. Announcements
  - Friends of the Library
    - Eyes of the Wild - 9/18
    - Working on digitizing film tapes from previous years, parades, etc.
    - Collaborate with Library to promote on social media
5. Public Comment
  - Iris Alicea made a motion to open public comment.
  - Isaiah Gomez seconded the motion.
  - No public comment
  - Barbara Sottilaro made a motion to close public comment.
  - Isaiah Gomez seconded the motion.
6. Treasurer's Report
  - Read and approved June 2025 bill totaling \$9,644.76
  - Barbara Sottilaro made a motion to approve.
  - Loris Welch seconded the motion.
7. President's Report
  - Attorney to expand on Rice Notice procedures in the September meeting
  - End of Year prep & direction



8. Committee Reports
  - Finance did not meet.
  - Community Engagement did not meet.
  - Policy & Personnel - will reissue Rice Notice to Alfredo for next meeting with Joel present.
  - Board Development did not meet.
  - Facilities did not meet.
  - Ad-Hoc Strategic Plan did not meet.
9. Acting Director Report
  - Request to Loan Historic Artifacts
    - Draft resolution and loan agreement created to loan Perth Amboy Public Schools
  - Social Media Management & Account Consolidation
  - Canva License
  - Maintenance Staff Role Transition to Security Guard
  - Historic Trust Fund Site Visit - July 8
  - KPI Reporting Application
10. Old Business
  - Update on renovation status:
    - Vote on which renovation design we are going with
    - Special meeting (virtual) for 7/30 at 6:30pm to vote on which design we are putting out to bid
11. New Business
  - Trustee Manual
    - Vickiana Ortega met with attorney monday 7/14 and he recommended that all trustees have a physical copy of the trustee manual
    - Request Joel to have some ordered from the Print Shop to be ready for the
  - Committee Chair Reassignments
    - Community Engagement: Alyssa Kennedy - new chair
      - Questionnaire from previous library director
        - Board questionnaire period: Use responses for next year budgeting purposes
        - Program/Event focused
        - Present results for september meeting
    - Board Development: Isaiah Gomez added
    - Facilities: Iris Alicea - new chair
    - Each committee go over a part of the manual to make suggestions for future:
      - Section 1, 4, 9: everyone
      - Section 2, 3: policy and personnel
      - Section 5: finance
      - Section 6: strategic planning ad-hoc
      - Section 7: facilities
      - Section 8: community development
      - Section 10 and supplementary documents: board development

  12. Action Items



- R-7/16-01 - Voting postponed to 7/30 special meeting

**NEXT MEETING**

July 30, 2025 at 6:30pm via Zoom