



LIBRARY BOARD OF TRUSTEES MEETING MINUTES

DATE: June 18, 2025 | CALL TO ORDER: 5:33pm | ADJOURNED: 8:09pm

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

TRUSTEES

AGENDA TOPICS

1. Approved Agenda
 - Iris Alicea made a motion to approve the agenda.
 - Lindsey Tisch seconded the motion.
2. Break began at 5:35pm until 5:42pm
3. Approved the May 2025 minutes
 - Lindsey Tisch made a motion to approve the May minutes.
 - Loris Welch seconded the motion.
4. Approved the June 12th 2025 Special Meeting minutes
 - Iris Alicea made a motion to approve the May minutes.
 - Loris Welch seconded the motion.
5. Announcements
 - Friends of the Library
 - New member - Jane Whitkin
 - Wants the library to participate in the 250th Celebration
 - Inquired about sponsor plaques with engraving company
 - 9/18 presentation of history of FOL and future plans
6. Public Comment



- Brenda Delgadillo made a motion to open public comment.
 - Isaiah Gomez seconded the motion.
 - No public comment
 - Lindsey Tisch made a motion to close public comment.
 - Isaiah Gomez seconded the motion.
- 7. Treasurer's Report**
- Read and approved May bill totaling \$61,584.58
 - Iris Alicea made a motion to approve.
 - Barbara Sottilaro seconded the motion.
- 8. President's Report**
- Reaffirm board of trustees governance role and status - board reports to the state as a full governing body
 - Goals for the year:
 - 1. Elevate boards performance to become more effective, efficient and structured.
 - 2. Enhance awareness of communities needs without relying solely on staff
 - 3. Know our roles
 - Letter of support deferred due to current priorities
 - Extension of expired strategic plan through 12/31/2025 to have a plan in place while we work on next year's plan.
- 9. Committee Reports**
- Finance did not meet.
 - Community Engagement - Community survey in draft, did not meet.
 - Policy & Personnel - NJLA - policy on conferences to be created. 2 staff members and 2 trustees (executive) recommended to attend. Include in policy if anyone is presenting at the conference. / create policy to make resolution for july/aug off date in may instead of june
 - Board development - Did not meet.
 - Facilities - Did not meet.
 - Ad-Hoc Strategic Plan - created resolution.
- 10. Interim Director Report**
- Summer Activities - Summer newsletter sent out including some of the following:
 - 6/17 Juneteenth programing
 - 6/18 presentation and trivia
 - 6/19 children's program
 - 6/26 arthritis workshop in partnership with Hackensack Meridian Health
 - Annual children's summer program almost full - staff developed robust 6-week curriculum - begin working on program in april, \$5,000 allotted in budget line : educational programs
 - Summer reading challenge on Beanstalk App - free passes for children at Urban Air for prizes, other prizes for adults
 - Volunteer Program Relaunch
 - Long list of volunteers, looking to cultivate and engage them on a prolonged basis
 - Have volunteers help with social media accounts to create content with formatted template under Alfredo's supervision



- Look into getting a Canva Pro account
- Welcoming foreign exchange student from Germany to volunteer
- Middlesex STEM Charter visit to introduce to library resources
- Community Outreach
 - 6/23 Perth Amboy Small Business Expo participation - Alfredo to attend
 - Implemented new library engagement tracking application via tablet (book request, notary, computer pass, etc.)
- Operational
 - Purchasing created contract for cleaning services - looking to start July 1
 - Maintenance staff to pivot to security - confirm with HR about any title changes

11. Old Business

- Kowal Schematics Presentation - 6/12
 - Proposed meeting with purchasing for 6/23 to discuss funds for all three options proposed in the presentation
 - Become familiar with the presentation so we can vote on plan at the next meeting

12. New Business

- Cancel August meeting
- NJLA Recap
 - Director of NJ state library brought up library audit (look into what penalty is there for failing/not qualifying the audit, if any)
 - Jay was in attendance.
 - Recommended to not go the first day if you're looking to speak with vendors. Many people presenting were library event coordinators who focus on fundraising.
 - President LBT Cranford, just redid the children's library- gave info for furniture vendors (State co op).
 - NJ link programs and certifications for librarians.
- Personnel matters - Rice Notices
 - Isaish Gomez motioned to table discussion of Rice Notices until the next meeting.
 - Alyssa Kennedy seconded the motion.

Action Items

- R-6/18-01 - Cancellation of July and/or August meeting
 - Voted in favor of canceling the August meeting.
- R-6/18-02 - Changing regular monthly meeting dates of the Board of trustees
 - Voted in favor to change the monthly meetings to the third Monday to each month starting September 15, 2025.
- R-6/18-03 - Extending the PAFPL Strategic Plan through December 31st, 2025
 - Voted in favor to extend the Strategic Plan

NEXT MEETING

July 16, 2025 at 5:30pm