

For Trustee(s) attending remotely:

Note: the virtual platform is ZOOM:

<https://us02web.zoom.us/j/86746998258?pwd=NkNNcjRFRjVkdTVRqRUV2dIY5N0NvQT09>

Freehold Public Library
Library Trustees Meeting Agenda
Freehold Borough Municipal Building (Library's temporary location)
30 Mechanic St

Thursday, December 14, 2023; 8:00 a.m.

Library's permanent address:
28½ East Main Street, Freehold, New Jersey
732-462-5135

1. Call to order.
2. Roll call: (Trustees): Elisha Carter, Jenny Conger, Jane Kaye, Maureen MacCutcheon, Jack Shea, Zahra Clarke, Michael Faccone, Annette Jordan. Others: Kathy Mulholland (library director).
3. Opening Statement. *"Notice of this meeting as scheduled has been provided as published in the Trustee's 2023 meeting schedule, as posted at the library facility; shared on the library's public calendar; various social media, and monthly newsletter; municipal offices of the Borough of Freehold, and newspapers of record of the Borough of Freehold."* [N.J.S.A. 10:4-6 (1973)]
4. Renovation Project Update by Anthony Maltese from Abbington Engineering.
5. Reading and Approval of the minutes of the October 2023 meeting. [November's meeting did not occur due to lack of quorum.]

Motion to Approve by: _____ Seconded by: _____

6. Correspondence:
7. New business:
 - Welcome Zahra Clarke to Trustees.
 - Trustees recommend to Mayor Kane the reappointment of Maureen MacCutcheon to the Trustees of Freehold Public Library for another term, three years ending December 31, 2026.

Motion to Approve by: _____ Seconded by: _____

- Trustee 2024 meeting schedule: For discussion: If Trustees plan to continue with Second Thursdays at 8:00 a.m.:
 - January 11
 - February 8
 - March 14
 - April 11
 - May 9
 - June 13
 - July 11
 - August 8
 - September 12
 - October 10
 - November 14
 - December 12
 - January 9 [2025]

Motion to Approve by: _____ Seconded by: _____

- 2024 Normal Operating Schedule *when the library returns to full service schedule* at East Main Street facility (date to be determined) (60 service hours/week):
 - Mondays: 9:00 a.m. - 9:00 p.m.
 - Tuesdays: 9:00 a.m. - 9:00 p.m.
 - Wednesdays: 9:00 a.m. - 9:00 p.m.
 - Thursdays: 9:00 a.m. - 5:00 p.m.
 - Fridays: 9:00 a.m. - 5:00 p.m.
 - Saturdays: 9:00 a.m. - 5:00 p.m.

Note: Schedule change to evening hours of Monday, Tuesday and Wednesday (rather than the former schedule of Monday, Wednesday and Friday). State requirements are at least three evenings per week.

Motion to Approve by: _____ Seconded by: _____

- 2024 Holiday Closure Schedule:
 - As established by the Freehold Borough Council for weekdays, plus closures as follows:
 - Saturday, March 30 (Easter weekend)
 - Saturday, May 25 (Memorial Day Weekend)
 - Wednesday, July 3: Close at 5:00 p.m. (evening before Independence Day)
 - Saturday, August 31 (Memorial Day Weekend)
 - Tuesday, November 5: Close at 5:00 p.m. (Election Day)
 - Saturday, November 30 (Thanksgiving Weekend)
 - Saturday, December 28 (Christmas/New Years Weekend)

Motion to Approve by: _____ Seconded by: _____

- Construction: Change Order 2 Rev 1 (AC unit relocation). Approved by Freehold Borough Council on November 21, 2023. Trustee Resolution to support:

Motion to Approve by: _____ Seconded by: _____

8. Reopening Activities:

- Open House (February? in coordination with HPC)

9. Purchase orders (subject to addition):

PO 23-00006-10	Baker & Taylor	Book order	2311.42
PO 23-01342	Allstate Office Interiors	Storage cabinets and lockers (lower level)	8452.57
PO 23-01453	Allstate Office Interiors	Conference room chairs (8)	2242.00
PO 23-01454	Allstate Office Interiors	Conference room table	1785.28
PO 23-01464	Kanopy	Video streaming	500.00
PO 23-00006-11	Baker & Taylor	Book order	1208.42
PO 23-01523	Infobase	Access Video on Demand subscription	1959.22
PO 23-01584	NJLA	Institutional membership	200.00
PO 23-01586	NJLA	Kathy Mulholland membership	135.00
	Amazon	Facial tissue	66.15

	Amazon	Books not available B&T	94.57
	Amazon	Drinking water appliance	263.29
	Amazon	Baby changing table	148.99
R3-01635	Evelyn Soto	Reforma & NJLA memberships	95.00
	Amazon	Barcode scanner	43.39
	Amazon	Receipt printer	131.81
R3-01631	LMxAC	Libby ebooks	5762.00
	Amazon	2 Electronic people-counters	999.90
R3-01635	Association for Rural and Small Libraries	Institutional membership	200.00
R3-01642	ProQuest	Newspapers.com subscription	2720.00
	Amazon	3 coat/umbrella stands; sidewalk signboards & letter kit; calendar refill; 2 menorahs	1129.64
	Home Depot	Refrigerator	1098.00
TOTAL:			\$31,546.65

Motion to Approve by: _____ Seconded by: _____

10. Old Business:

- Policy/procedures: Resource Management policy presented for adoption.

Motion to Approve by: _____ Seconded by: _____

11. Director's Update:

DISCUSSION/FYI:

- We have received our Library Per-Capita State Aid money in the amount of \$6,902.
- Book Group resumed with December 6 meeting. Will meet monthly in 2024 except for January and July.

REPORTS:

- December's newsletter: <https://tinyurl.com/FPL-DEC2023>;
- Library "door count" (recent dates to left on chart):
https://docs.google.com/spreadsheets/d/1ahdLE_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing
- Door count October: 464; November: 527 (Borough Hall location)
- Computer users October: 106; November: 146 (Borough Hall location)
- Physical material check-outs ("circs") October: 192; November: 162 (Borough Hall location)
- eBooks/downloadable audio via eLibraryNJ (Libby) October: 463; November: 391; eBooks via Boundless(aka Axis360) October: 0; November: 1
- Videos: Kanopy videos played October: 14; December: 10; Access Video On Demand videos October: 3; November: 6.
- Trustee training October and November: None reported

12. Other Renovation Project Update items not included in Architect's update:.

- Link to Kathy's Renovation Project document's launchpage.
- Kathy's observations

13. Open to public discussion

14. Adjournment.

Motion to Adjourn by: _____ Seconded by: _____

Time: _____

Next meeting: Thursday, January 11, 2024 at 8:00 (pending confirmation)

Updated 12/8/2023

Agenda closed/published 12/8/2023 4:15 p.m.

/km