

For Trustee(s) attending remotely:

**Note: the virtual platform is ZOOM:**

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

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

**Tuesday, February 27, 2024; 7:00 p.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, Zahra Clarke, Jenny Conger, Michael Faccone, Jane Kaye (excused), Maureen MacCutcheon, Margaret Rogers, Jack Shea. Others: Kathy Mulholland (library director).
3. Opening Statement. *"Notice of this meeting as scheduled has been provided as published in the Trustee's 2024 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 January 2024 meeting.

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

6. Correspondence:
7. New business:
  - Introduction of revised draft of "Library Code of Conduct" for discussion and consideration.
  - New part-time employees: Merribel Martinez, library page, and Shelly Mastriani, junior library assistant (both approved by Borough Council 2/20/2024).
  - **Resolution Acknowledging Change to 2024 Trustees of the Freehold Public Library roster:**

“Library Trustees acknowledge appointment of Margaret Rogers (replacing Annette Jordan) as Council Liaison to the Trustees by action of the Council of the Borough of Freehold at their February 5, 2024, meeting.

**Motion to Approve by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

8. Reopening Activities:

- Open House (April? in coordination with HPC)

9. Purchase orders (subject to addition):

PO 24-00092-01	Baker & Taylor	Book order	3162.63
PO 24-00001	NJLTA	Trustees membership	20.00
PO 24-00112	NJLA	Kathy Mulholland membership	135.00
	Amazon	books	48.94
	Amazon	3 Air filters	176.19
PO 24-00186	Asbury Park Press	2/2024-1/2025 annual	434.17
PO 24-00086	Atlantic Tomorrow's Office	Copy machine contract*	441.00
PO 24-00128	Office 365	*Email service (2/6-5/5/2024) and web hosting	115.50
PO 24-00156 PO 24-00204	Spectrotel	*Telephone & internet	383.24
<b>TOTAL:</b>			<b>\$4916.67</b>

\*expenditures managed, contracted or initiated by the Borough of Freehold/municipal personnel on behalf of the Freehold Public Library/Library Trustees

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

10. Old Business:

11. Director's Update:

DISCUSSION/FYI:

- Launched Newspapers.com in January.
- March 23: "Easter Bunny" in front of Library (East Main St)
- Solar eclipse glasses available (for 4/8/2024 eclipse)

REPORTS:

- February 2024's newsletter: <http://tinyurl.com/FPL-FEB2024>
- Library "door count" (recent dates to left on chart):  
[https://docs.google.com/spreadsheets/d/1ahdLE\\_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1ahdLE_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing)
- Door count January: 544 (Borough Hall location)
- Computer users January: 140 (Borough Hall location)
- Physical material check-outs ("circs") January: 145 (Borough Hall location)
- eBooks/downloadable audio via eLibraryNJ (Libby) January: 559; eBooks via Boundless(aka Axis360) January: 0
- Videos: Kanopy videos played January: 12; Access Video On Demand videos January: 4
- Trustee training January: 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 meetings : Third Tuesdays (except December 17) at 7:00 p.m.

March 26  
April 23  
May 28  
June 25  
July 23  
August 27  
September 24

October 22  
November 26  
December 17  
January 28 [2025]

Updated 2/22/2024  
Agenda closed/published 2/22/2024 2:00 p.m.  
/km