

For Trustee(s) attending remotely:

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

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Freehold Public Library  
Library Trustees Meeting Agenda  
Meeting conducted via Zoom (link above)  
**Thursday, December 8, 2022; 8:00 a.m.**  
28½ East Main Street, Freehold, New Jersey  
732-462-5135

1. Call to order. (Jane)
2. Roll call: (Trustees): Jane Kaye, Maureen MacCutcheon, Branford Rogers, Elisha Carter, Annette Jordan, Jack Shea, Jenny Conger, Karen Ubeda, Others: Kathy Mulholland (library director).
3. Opening Statement (Jane). *"Notice of this meeting as scheduled has been provided as published in the Trustee's 2022 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. Reading and Approval of the minutes of the November meeting. Link:  
<https://drive.google.com/file/d/14qxDERMcOrB4wrUCBcTd7a6R0mOgxGrV/view?usp=sharing>

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

5. Correspondence:
6. New business:
  - Set Trustee meeting schedule for 2023:

Meetings to occur on the \_\_\_\_\_ [day] of each month, at \_\_\_\_\_ [time]  
unless otherwise noted:

January:

February:

March:

April:

May:

June:

July:

August:

September:

October:  
November:  
December:

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

7. Purchase orders (subject to addition):

	Amazon	6 book carts	1,082.88
PO 22-00071-12	Baker & Taylor	Book order	1,325.88
PO 22-01524	Demco	Supplies	157.19
PO 22-01525	Asbury Park Press	Balance on subscription	83.13
	Amazon	Mouse pads	15.19
PO 22-01530	ARSL	Membership renewal	150.00
PO 22-01597	Tibbett Construction	Access door at temporary location	1,925.00
PO 22-01541	National Library Relocations	Boxing, moving of collection; replacing on shelves after reno	14,338.00
R2-01644	Evelyn Soto	Travel to NJLA Diversity & Outreach conference	49.20
<b>TOTAL:</b>			<b>19,126.45</b>

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

8. Old Business:

9. Director's Update: (Kathy)

## DISCUSSION/FYI:

- Video services review: (see report; we have two video providers now)
- Blinds: estimates for cleaning/storing of 16 window blinds (\$2,457.00) and new installation (\$3,728.00) If we replace, 13 of the blinds will be 14" longer, the actual appropriate length for the larger windows.
- Historic Preservation Commission: Library renovation project will be presented at their 12/12 8:00 p.m. meeting as a "courtesy review." Kathy will attend.
- Financial update: We have 4 extrabudgetary accounts (which don't reset at the end of the fiscal year):
  - State Aid account (\$5798.35)
  - 'Checking' account (\$38,000) (moving of books to/from storage will be paid from this account; we are expecting a donation of approximately \$800 from the Friends of the Library)
  - Welemeyer bequest (\$14,172.30, originally \$50,000; \$35,827.70 spent on engineering/design early stages of reno project).
  - Library Appleyard Garden donation (old "Freehold Beautiful" donation) current balance: \$1,793.62 (we may spend that on garden improvements after reno).
  - The library does not keep a Petty Cash account.

## REPORTS:

- December's newsletter: <https://tinyurl.com/FPL-DEC2022>
- Pre-Renovation Open House on Sunday, 12/4, attended by 68 people
- 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 November: 1226
- Computer users November: 285
- Physical material check-outs ("circs") November: 260
- eBooks/downloadable audio via eLibraryNJ October: 267
- eBooks via Axis360 November: 0
- Kanopy videos played November: 4
- [new; launched 11/22/2022] Access Video On Demand videos in November: 0
- Trustee training November: None reported

## 10. Renovation Project Update:

- Link to Kathy's Renovation Project document's launchpage.
- Material handling: Book collection to be packed/moved by National Library Relocations (to be warehoused at 30 Mechanic St.
- Borough Streets & Roads has moved much of the downstairs furniture for "deep storage" to 30 Mechanic St.
- Requisition submitted for work to have door installed at Borough Hall vestibule in order to access library's temporary space (for public access).
- Schedule:

- Asbestos remediation to begin once building is unoccupied (per Anthony Maltese)
  - Site work (exterior) has begun with removal of fence and trees; relocation of book drop to Borough Hall; removal and storage of picnic tables and bicycle docks.
  - Interior construction to begin 1/2023.
  - Completion: August 2023 (projected 8 months)
- 11.** Update from Friends of the Library Liaison/representative: [Friends on hiatus until after renovation]
- 12.** Open to public discussion
- 13.** Adjournment. Next meeting: 2023's schedule to be determined and published after Trustee action at this (December) meeting.

Updated 12/5/2022

Agenda closed/published 12/5/2022 4:30 pm

/km