

For public and 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

**Tuesday, May 28, 2024; 7:00 p.m.**

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, Maureen MacCutcheon, Margaret Rogers, Jack Shea (excused). 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 (written report).
  - Temporary Certificate of Occupancy inspection scheduled for May 31.
5. Reading and Approval of the minutes of the April 2024 meeting.

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

6. Correspondence:
7. New business:
  - Presented for Trustee approval: “Unaccompanied Minor and Children’s Use of Library Resources Policy” for Trustee consideration, proposed by library director for Trustee consideration. Reviewed by Matthew Goode (Borough attorney).

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

8. Reopening Activities:
  - Kathy proposes:
    - We can do a scaled-back “soft opening” event once we get a Temporary Certificate of Occupancy (TCO) and are ready to move back (i.e., our

books are back, communications/equipment moved and set-up, unrestricted use of upper level). Main objective is to announce that we've moved our operation back to East Main.

- Scheduling a “Grand Reopening” as soon as we get a full Certificate of Occupancy (both levels). Focused on the renovation.
- 120th Anniversary Party on Saturday, December 14 [even if not as part of a Historic Preservation Advisory Commission (HPC) larger event, it would be nice to partner with them]. Focused on the library’s long history.
- Coordinate with HPC their educational-facilities tour event whenever we can manage (any time after TCO). Focused on role of library as a stalwart educational resource to the community.

9. Purchase orders (subject to addition):

PO 24-00092-04	Baker & Taylor	Book order	1668.00
*PO 24-00542	NJNG/ Energysolve	Natural Gas	77.08
<b>TOTAL:</b>			<b>\$1745.08</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:

- Shorelands Construction, Change Order 4 for \$4,481.22 (replacing closet/electrical room door); and Change Order 5 for \$1,969.59 (replacing children’s room window): Approved by Borough Council at May 6, 2024 meeting.

11. Director’s Update:

DISCUSSION/FYI:

- Kathy and Evelyn to attend NJLA Conference in Atlantic City Wednesday 5/29 through Friday 5/31.
- Core summer programs scheduled to occur in Council Chambers due to uncertainty of renovation schedule.

REPORTS:

- May’s 2024’s newsletter: <https://tinyurl.com/FPL-MAY2024>
- June’s newsletter: <https://tinyurl.com/FPL-JUN2024>

- 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 April: 826 (Borough Hall location) Solar eclipse was “good for business.”
- Computer users April: 235 (Borough Hall location)
- Physical material check-outs (“circs”) April: 195 (Borough Hall location)
- eBooks/downloadable audio via eLibraryNJ (Libby) April: 379; eBooks via Boundless(aka Axis360) April: 0
- Videos: Kanopy videos played April: 2; Access Video On Demand videos April: 1
- Trustee training April: 1 hr (Conger)
  - Sites for Trustee training resource:  
[https://www.njstatelib.org/services\\_for\\_libraries/cetraining/training-for-trustees/](https://www.njstatelib.org/services_for_libraries/cetraining/training-for-trustees/)
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12. Other Renovation Project Update items not included in Architect’s update:

- Kathy’s observations: Furniture sourced from Allstate Office Interiors delivered/installed on 5/22/2024.

13. Open to public discussion

14. Adjournment.

Motion to Adjourn by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Time: \_\_\_\_\_

Next meetings : Fourth Tuesdays (except December 17) at 7:00 p.m.

- June 25
- July 23
- August 27
- September 24
- October 22
- November 26
- December 17
- January 28 [2025]

Updated 5/22/2024  
Agenda closed/published 5/22/2024, 3:45 p.m.  
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