

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, November 12, 2024; 7:00 p.m.**

**Meeting held at Court Street School Education Community Center**

140 Court St

Freehold, New Jersey

(relocated due to scheduled JCP&L power outage affecting East Main Street)

732-462-5135

1. Call to order.
2. Roll call: (Trustees): Elisha Carter, Zahra Clarke, Jenny Conger, 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 (written report).
5. Reading and Approval of the minutes of the October 2024 meeting.  
**Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**
6. Correspondence:
7. New business:
  - Return to normal operating hours starts tomorrow, November 13:  
Monday, Tuesday and Wednesday, 9:00 a.m. - 9:00 p.m.  
Thursday, Friday and Saturday, 9:00 a.m. - 5:00 p.m.
  - Discussion of Trustee meeting schedule for 2025 (for adoption at December’s meeting).
8. “120th Anniversary Celebration” at the library on Saturday, December 14, 2:00 - 6:00 p.m. Chaired by Jane Kaye, other member(s): Maureen MacCutcheon. Planning meeting scheduled for November 14, 7:30 p.m. at the library.

9. Purchase orders (subject to addition):

*PO 24-01435	NJNG/ Energysolve	Natural gas	42.00
*PO 24-01385	WB Mason	Office supplies	80.63
*PO 24-01409	CDW Government Inc.	Network switch	845.99
*PO 24-01421	CDW Government Inc.	Receipt printer adapters	123.52
	Amazon	Books	43.17
	Amazon	Paper towel dispensers	47.74
	Amazon	Camera for door	19.99
	Amazon	DVD cases	28.61
R4-01516	Demco	Processing supplies	68.52
R4-01515	Kathy Mulholland	Travel for LLNJ meeting	73.10
*PO 24-01007	Home Depot	Keys	16.48
<b>TOTAL:</b>			<b>\$1,389.75</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:

- Library closed Saturday, 11/2/2024 on short notice due to insufficient staffing (illness).
- Elevator remains the last of the "big things" needed to complete the project.
- Many of the finishing touches done by DPW done or in progress.

REPORTS:

- November's newsletter: <https://tinyurl.com/FPL-NOV24>
- 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 October: 834 (Borough Hall location prior to 10/24/24)
- Computer users October: 287 (Borough Hall location prior to 10/24/24)
- Physical material check-outs ("circs") September: 222 (Borough Hall location prior to 10/24/24)
- eBooks/downloadable audio via eLibraryNJ (Libby) October: 417.
- Videos: Kanopy videos played October: 5; Access Video On Demand videos October: 4.
- Trustee training October: none reported.
- 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/)

12. Open to public discussion

13. Adjournment.

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

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

Next meetings, at 7:00 p.m.

December 17

January 28 [2025]

Updated 11/8/2024

Agenda closed/published 11/8/2024, 4:00 p.m.

/km