

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the February 16, 2022 Regular Trustees Meeting

President Muzzio called the meeting to order at 6:31 PM and announced that notice requirements of Public Law 1975 c231 as defined in N.J.S.A. 10:4-8 had been complied with for this meeting through adequate advance notice of date, time, and location being posted in both the Library and Municipal Building. Notice was also mailed to the official Township newspapers.

{Of note, this meeting took place using Zoom, a virtual meeting tool, due to the COVID-19 pandemic.}

Roll Call: Present: Mrs. Muzzio, Mrs. Forde-Muller, Mrs. White, and Mrs. Reich

Absent: Mr. Galante, Mrs. McBain, and Mrs. Russell

Also Present: Ms. Maynard

Minutes: A motion was made by Mrs. Muzzio to approve the minutes of the January 19, 2022 Organizational Meeting of the Trustees

Second: Mrs. Forde-Muller. Approved: Unanimously.

A motion was made by Mrs. Muzzio to approve the minutes of the January 19, 2022 Regular Trustees Meeting

Second: Mrs. Forde-Muller. Approved: Unanimously.

Correspondence: None.

Bill Sheets: 1. A motion was made by Mrs. Forde-Muller to approve the operating account checks for January (bills of December 2021) in the amount of \$119,956.56.

Second: Mrs. Reich. Approved: Unanimously.

Financial Reports: 1. A motion was made by Mrs. Forde-Muller to approve the Operating Account Financial Reports for December 2021.

Second: Mrs. Reich. Approved: Unanimously.

2. A motion was made by Mrs. Forde-Muller to approve the Building and Endowment Fund Financial Reports for December 2021.

Second: Mrs. Reich. Approved: Unanimously.

Director's Report: The Director reported that the new HVAC unit is in and will be installed on February 11. The self-checkout unit has been installed and staff is training on how to use it. The Library is hosting the Chamber of Commerce's first meeting of the year on February 24 at 7:30 a.m. The Library catalog was

updated by MAIN in January. Staff is training on how to navigate this new tool. Library programs for adult are seeing increased attendance. The Library's social media is getting more engagement from the community. We had a virtual staff meeting on February 3 to go over our digital resources.

Old Business:

New Business: Materials Selection Policy – updated to include technology changes. A motion was made by Mrs. Forde-Muller to approve the policy.

Second: Mrs. Reich. Approved: Unanimously.

Next Regular Board Meeting: March 16, 2022 at 6:30 p.m. via Zoom—details to follow.

Adjournment: A motion was made by Mrs. Muzzio to adjourn at 6:55 PM.

Second: Mrs. Forde-Muller. Approved: Unanimously.

Respectfully submitted,

Mrs. McBain
Secretary