

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the January 17, 2024 Regular Trustees Meeting

Mrs. Muzzio called the meeting to order at 7:10 PM at the request of Mrs. White 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.

Roll Call: Present: Mr. Peller, Mrs. McBain, Mrs. Russell, Mrs. O'Connor, Mr. Galante, and Mrs. Muzzio

Absent: Mrs. White
Also Present: Ms. Maynard

Public: No comments.

Minutes: A motion was made by Mrs. Muzzio to approve the minutes of the December 13, 2023 Regular Trustees Meeting. There was discussion on the minutes. And the motion was tabled.

Correspondence: None

Bill Sheets: A motion was made by Mr. Galante to approve the operating account checks for December (bills of November 2023) in the amount of \$ 15,604.57.

Second: Mrs. Muzzio. Approved unanimously.

A motion was made by Mr. Galante to approve the operating account checks for December (Year End) in the amount of \$ 79,908.09.

Second: Mrs. Muzzio. Approved unanimously.

Financial Reports: 1. A motion was made by Mr. Galante to approve the Operating Account Financial Reports for December 2023 and Year End.

Second: Mrs. Muzzio. Approved: Unanimously.

2. A motion was made by Mr. Galante to approve the Building and Endowment Fund Financial Reports for December 2023 and Year End.

Second: Mrs. Muzzio. Approved: unanimously.

Director's Report: The 2022 approved audit was in the Board Packets. The fountain was looked at by Atlantis Water Gardens. This company recommends replacing the fountain. Details on specific wording for opting out of health insurance

were in the director's report. The Director provided proposals and resumes from three separate Library attorneys. Main, the Library Consortium voted to add Fairfield Public Library to the Consortium. The 2024 annual trustee letter from the NJ State Library was in the Board Packets. Also in the Board Packets for the third time are the roof quotes. References for each company, except Laumar Roofing were also provided.

Old Business:

New Business: A motion was made by Mr. Galante to approve the Health Insurance Opt Out (wording to include specific information regarding Chapter 78).

Second: Mrs. Russell. Approved: Unanimously.

A motion was made by Mrs. Muzzio to approve the Resolution to reserve funds for capital projects (Resolution 2024-01).

Second: Mr. Galante. Tie vote. Motion does not pass.

Hiring of a Library Attorney was discussed.

Public:

The Board recognized Mr. Paul Mahler. Mr. Mahler congratulated Mr. Peller on his appointment to the Library Board. And Mr. Mahler respectfully reaffirmed his comments from the November meeting.

The Board recognized Mrs. Kim Quigley. Mrs. Quigley asked about the number of times the capital plan has been discussed. She stated that as a trustee it's irresponsible to continue to table action items.

The Board recognized Mr. Richard Schmermund. Mr. Schmermund stated his disbelief that the Board was not approving putting money in the capital account. He said we are here to support the Library.

The Board recognized Mrs. Meghan Dempsey. Mrs. Dempsey thanked Mrs. McBain for her years of service to the Library Board.

The Board recognized Mr. Mahler. Mr. Mahler stated by not fully funding the capital projects, we are not able to fully fund good services.

The Board recognized Mr. Doug Muzzio. Mr. Muzzio stated the town wants the money for its own projects.

The Board recognized Mrs. Anita Daniel. Mrs. Daniel stated that she was on the Library Board a few years ago. The previous Library Director asked the town repeatedly about the parking lot and was told that the parking lot was the town's responsibility. The building and lot belong to the town.

The Board recognized Mrs. Egan. Mrs. Egan stated that there is a discrepancy about the Township's responsibility.

The Board recognized Mr. Bob Friedman. Mr. Friedman is in favor of putting money in the capital budget because of the Township saying the Library is responsible for the roof and parking lot, etc.

The Board recognized Mrs. Laura Shamber. Mrs. Shamber wants to know why is the Library being treated differently, why is money being taken away from the Library.

The Board recognized Mrs. Mary K. Schmermund. Mrs. Schmermund wants to know where the money comes from for the salaries.

The Board recognized Mrs. Sandy LaCorte. Mrs. LaCorte stated to be careful with funding.

The Board recognized Mrs. Joyce Forde-Muller. Mrs. Forde-Muller reminded the Board about the strategic plan. In that plan are the things that the community wanted the Library Board to do.

The Board recognized Mrs. Kim Quigley. Mrs. Quigley stated to leave the money where it is.

The Board recognized Mrs. Michelle O'Connor. Mrs. O'Connor appreciated the public being civil with their comments.

Public session was closed.

A motion was made by Mrs. Muzzio to approve the Resolution to reserve funds for capital projects (Resolution 2024-01).

Second: Mr. Galante. Tie vote. Motion does not pass.

Next Board Meeting: February 21, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mr. Galante to adjourn at 8:48 PM.

Second: Mrs. Muzzio. Approved: Unanimously.

Respectfully submitted,

Mrs. McBain, Secretary

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the February 21, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:00 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.

Roll Call: Present: Mr. Peller, Mrs. McBain, Mrs. Russell, Mrs. White, Mr. Galante, and Mrs. Muzzio

Absent: Mrs. O'Connor

Also Present: Ms. Maynard

Mrs. Muzzio requested that the resolution to transfer money to the capital account be included on the agenda. This request was denied.

Public: Mr. Douglas Muzzio read a statement given to Library Trustees. Mr. Paul Mahler read a statement given to Library Trustees.

Guest: Mr. Jim Cutillo presented plans for an interior renovation to the Library Board. This plan will add open study areas and update the circulation area. Mr. Cutillo presented a written estimated budget for this project to the Board. Updating the bathrooms was discussed.

Minutes: A motion was made by Mrs. Muzzio to approve the minutes of the December 13, 2023 Regular Trustees Meeting. There was discussion on the minutes. And the motion was tabled.

A motion was made by Mrs. Russell to approve the minutes of the January 17, 2024 Organizational meeting.

Second: Mr. Peller. Approved unanimously.

A motion was made by Mrs. Russell to approve the minutes of the January 17, 2024 Regular meeting.

Second: Mr. Peller. One abstention. Approved unanimously.

Correspondence: None

Bill Sheets: A motion was made by Mrs. Russell to approve the operating account checks for February (bills of January 2024) in the amount of \$ 93,901.58.

Second: Mr. Peller. Approved unanimously.

Financial Reports: 1. A motion was made by Mrs. Russell to approve the Operating Account Financial Reports for January 2024.

Second: Mr. Peller. Approved: Unanimously.

2. A motion was made by Mrs. Russell to approve the Building and Endowment Fund Financial Reports for January 2024.

Second: Mr. Peller. Approved: Unanimously.

Director's Report: The Library Director stated that courteous behavior is expected from the Trustees, especially toward her. Information regarding the estimate to repair the fountain was presented by the Director. The Director reported on donations received in February. In 2023, the Friends of the Library gifted \$ 20,461 to the Library. Biographies and proposals for attorneys: Mr. Michael Cerone and Mr. Douglas Zucker were in the Board Packets. The library system was down on February 12 and 13 due to adding a new library to the consortium. Information on the roof proposals were in the Library Board packets once again.

Old Business: A motion was made by Mrs. White to approve Marshall Roofing LLC for the roof project.

Second: Mrs. Russell. Approved: Unanimously.

New Business: The special meeting scheduled for February 28 to meet with Library Attorneys Mr. Cerone and Mr. Zucker was discussed. The meeting is scheduled to take place in the meeting room at the Library.

Public: The Board recognized Mrs. Mary K. Schmermund. Mrs. Schmermund presented a statement from Mrs. Barbara Kalavik supporting the building of an outdoor structure for programs at the Library.

The Board recognized Mr. Mahler. Mr. Mahler stated that the town of Avalon had to give money back and that is not pertinent to the Pequannock Library.

The Board recognized Ms. Brianne Colombo. Ms. Colombo stated she is disheartened with the use of Library funds.

The Board recognized Mr. Doug Muzzio. Mr. Muzzio stated that the Library Board has a responsibility to the people that use the Library.

Public session was closed.

Special Board Meeting: February 28, 2024 at 6:00 p.m.

Next Board Meeting: March 20, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 8:28 PM.

Second: Mr. Peller. Approved: Unanimously.

Respectfully submitted,

Mrs. McBain, Secretary

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the March 20, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:00 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.

Roll Call: Present: Mr. Peller, Mrs. Russell, Mrs. White, Mr. Galante, and Mrs. Muzzio

Absent: Mrs. McBain, Mrs. McShane

Also Present: Ms. Brennan, Ms. Maynard, and Mr. Zucker

A motion was made by Mrs. White to approve Resolution 2024-02 Appointment of Library Attorney to the Pequannock Township Public Library.

Discussion followed regarding the addition of wording to the resolution to include “as further described in the engagement letter dated March 19, 2024” after Now therefore.

Second: by Mr. Galante with changes indicated. Approved: Unanimously.

Mrs. Muzzio requested that the resolution to transfer money to the capital account be included on the agenda. This request was added to old business.

Minutes: There was discussion on the minutes of the November 29, 2023 minutes.

A motion was made by Mrs. White to amend the minutes of the November 29, 2023 Regular Trustees Meeting by changing the submitted by name to Debbie Maynard.

Second: Mrs. Muzzio. Approved unanimously.

A motion was made by Mrs. White to approve the minutes of the February 21, 2024 Regular Trustees meeting.

Second: Mr. Peller. Approved unanimously.

A motion was made by Mrs. White to approve the minutes of the February 28, 2024 Special Trustees meeting.

Second: Mr. Peller. Approved unanimously.

A motion was made by Mrs. White to approve the minutes of the December 13, 2023 Regular meeting.

Second: Mrs. Muzzio. Approved unanimously.

Correspondence: Letter to Mr. Zucker from Mrs. Sandy LaCorte.

Bill Sheets: A motion was made by Mrs. White to approve the operating account checks for March (bills of February 2024) in the amount of \$ 62,547.39.

Second: Mrs. Russell. Approved unanimously.

A motion was made by Mrs. White to approve the Building & Endowment account

checks for March (bills of February 2024) in the amount of \$ 38,321.00.

Second: Mrs. Russell. Approved unanimously.

Financial Reports: 1. A motion was made by Mrs. White to approve the Operating Account Financial Reports for February 2024.

Second: Mr. Peller. Approved: Unanimously.

2. A motion was made by Mrs. Russell to approve the Building and Endowment Fund Financial Reports for February 2024.

Second: Mr. Peller. Approved: Unanimously.

Director's Report: The Library Director reported that Donaldson's Plumbing was in to repair a toilet in the men's bathroom. Marshall LLC was called to begin the roof project. The project will take three days from start to finish. The Friends of the Library book sale is scheduled for March 15 and 16. The Friends of the Library donated a subscription to Library Speakers Consortium to the Library. The virtual author talks provided through this subscription started in February. Two school media specialists met with the Library staff to review summer reading plans. The New Jersey State Library is offering a virtual Trustee orientation on March 23 from 9:00 – 4:00; registration information was given to the Library Board.

Old Business: Resolution 2023-04 Reserving Funds for the Capital Account was discussed.

New Business: Start and scope for renovation project was discussed. The Board agreed to bring Mr. Cutillo to the next meeting to answer questions presented to him prior to the next meeting.

Public: The Board recognized Mr. Paul Mahler. Mr. Mahler commented that he has been attending Library Board meetings for about a year and he sees consistent delays, a change to the power base. And stated he didn't agree with the Board talking to Mr. Zucker in closed session.

The Board recognized Mrs. Megan Dempsey. Mrs. Dempsey asked why the board is road blocking improvements and stated that it took four months and an attorney to pass minutes.

The Board recognized Mr. Doug Muzzio. Mr. Muzzio stated the notion of a straw vote is straw man. Unless it was stated before the vote, it's a legitimate vote.

The Board recognized Mr. Mathew Bedel. Mr. Bedel stated he is a fan of the Library since moving to the area. He said it is disheartening that the money is not being spent at the Library. Mr. Bedel stated to focus on issues so we can enjoy this beautiful amenity.

The Board recognized Mrs. Laura Shamber. Mrs. Shamber is a 24 year resident. She said it seems unbelievable that the board does not follow the guidelines in the NJ Library trustee handbook. The Library Board's job is to do the work referenced in the strategic plan.

The Board recognized Mrs. Elaine Baccarella. Mrs. Bacarella wanted to know how a council liaison is able to vote on the Library Board and on the council.

The Board recognized Mrs. Sandy LaCorte. Mrs. LaCorte apologized for inappropriately sending a letter to the Library attorney.

Public session was closed by a motion made by Mrs. White at 8:32.

Next Board Meeting: April 17, 2024 at 7:00 p.m.

A motion was made by Mrs. White to return to open session at 9:30 PM.

Second: Mr. Peller. Approved: Unanimously.

Adjournment: A motion was made by Mrs. White to adjourn at 9:30 PM.

Second: Mr. Peller. Approved: Unanimously.

Respectfully submitted,

Debbie Maynard

Debbie Maynard, Library Director

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the April 17, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:00 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.

Roll Call: Present: Mr. Peller, Mrs. Russell, Mrs. White, Mr. Galante, Mrs. McShane, and Mrs. Muzzio

Absent: Mrs. McBain

Also Present: Ms. Brennan, Ms. Maynard, and Mr. Zucker

Mrs. Muzzio questioned what happened to the public comment section in the beginning of the meeting.

Minutes: A motion was made by Mrs. Russell to approve the minutes of the March 20, 2024 Regular Trustees meeting.
Second: Mrs. White. Approved unanimously, with roll call vote.

Correspondence: Letter from Mr. Paul Mahler emailed to Board on March 25, 2024.

Bill Sheets: A motion was made by Mr. Galante to approve the operating account checks for April (bills of March 2024) in the amount of \$ 115,319.36.

Second: Mrs. Muzzio. Approved unanimously, with roll call vote.

Financial Reports: 1. A motion was made by Mr. Galante to approve the Operating Account Financial Reports for March 2024.

Second: Mrs. White. Approved: Unanimously, with roll call vote.

2. A motion was made by Mr. Galante to approve the Building and Endowment Fund Financial Reports for March 2024.

Second: Mrs. Russell. Approved: Unanimously, with roll call vote.

Director's Report: The Library Director reported that Library Department Supervisors are working on a Community Lending Center for the patrons. These are items added to the Library's collection that can be borrowed by patrons. Items like microscopes, telescopes, bubble machines, badminton sets, etc. This project is in the early planning stage. Kanopy, an eresource that streams documentaries, popular series for children, and foreign films will be added to the Library's digital collection. The roof project started on April 14. The

Library provided 500 solar eclipse glasses, thanks to Jess, our Children's Librarian. Goal II of the Library's strategic plan addresses the Library continuing to focus on outreach to build community relationships. This is ongoing and the Director pointed out that each month there are outreach components to be noted. A part time adult services library assistant was hired. The Department Supervisors are working on staff performance evaluations. These are expected to be completed in May. The Library added a backup IP with T Mobile. And the internet with Optimum was upgraded to fiber. Ms. Brennan prepared a capital project analysis which was included in the Board Packet. Financial Disclosure Statements are due by April 30.

Old Business: *Resolution 2024-03 Approving Reservation of Additional 2023 funds for Capital Expenses for the Pequannock Township Public Library*

A motion was made by Mr. Galante to approve Resolution 2024-03.

Second: Mrs. Russell. Approved: Unanimously, with roll call vote.

Vice President Role – Mr. Zucker said there is no statutory prohibition of an ex officio member being an officer on the Library Board. He stated he does not feel there is an ethical or conflict of interest issue with this scenario. Mrs. White recognized Mrs. Russell as Vice President.

New Business: *Committee Appointments were made by Mrs. White.* The committees are as follows:

- i. Building and Grounds Committee [Barbara Muzzio, Christina White and Joanne McShane] with Debbie Maynard
- ii. Personnel and Policy Committee [Kyle Russell, Christina White and Yvette McBain] with Debbie Maynard
- iii. Finance Committee [Nick Galante and Jason Peller] with Debbie Maynard and Colleen Brennan (as needed)

Pequannock Library email addresses for each Library Board Trustee. Mr. Zucker spoke to the point that Library Trustees having Library email addresses is in the best interest of Trustees.

Public: The Board recognized Mr. Paul Mahler. Mr. Mahler commented that he agrees with Mrs. Muzzio's point of buses and many sports groups use of the parking lot. He asked again, why the Library is paying for the roof and anticipating paying for the parking lot. Mr. Mahler asked the Board to keep in mind that some of the Library employees are underpaid. And that the Library Trustee Manual is a handbook to support the growth of the Library.

The Board recognized Mrs. Janice Mangeri. Mrs. Mangeri presented statistics from a 2022 sheet she had and stated she was confused by the Library data regarding the number of patrons using the library and the staff salaries.

The Board recognized Mrs. Elaine Baccarella. Mrs. Baccarella wanted to know how to find the Library trustee information on the website. She also asked that there be follow up information from the Township regarding the parking lot.

The Board recognized Mr. Tom Newman. Mr. Newman could not locate current information regarding Library Trustee meetings on the Township's website.

Mr. Peller asked Ms. Maynard and Ms. Brennan about the December 2023 capital plan. And requested information regarding what wasn't funded.

Mr. Zucker stated that Capital Plans should be three year plans. And he feels the Township is responsible for the parking lot.

Next Board Meeting: May 15, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mr. Galante to adjourn at 8:12 PM.

Second: Mr. Peller. Approved: Unanimously.

Respectfully submitted,
Debbie Maynard
Debbie Maynard, Library Director

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the May 15, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:04 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.

Roll Call: Present: Mr. Peller, Mrs. McBain, Mrs. White, Mr. Galante, Mrs. McShane, and Mrs. Muzzio

Absent: Mrs. Russell
Also Present: Ms. Maynard and Mr. Zucker

Mrs. Muzzio questioned what happened to the public comment section in the beginning of the meeting.

Minutes: A motion was made by Mrs. McBain to approve the minutes of the April 17, 2024 Regular Trustees meeting.
Second: Mrs. White. Approved: unanimously

Correspondence: Letter from Mr. Frank Scangarella regarding variance for Conquer Mathematics.

Bill Sheets: A motion was made by Mr. Galante to approve the operating account checks for May (bills of April 2024) in the amount of \$ 66,850.23.

Second: Mr. Peller. Approved unanimously

A motion was made by Mr. Galante to approve the building and endowment account checks for May (bills of April 2024) in the amount of \$ 46,836.00.

Second: Mr. Peller. Approved unanimously

Financial Reports: 1. A motion was made by Mr. Galante to approve the Operating Account Financial Reports for April 2024.

Second: Mr. Peller. Approved: Unanimously

2. A motion was made by Mr. Galante to approve the Building and Endowment Fund Financial Reports for April 2024.

Second: Mr. Peller. Approved: Unanimously

Director's Report: The Library Director reported that the new roof project is complete. Air conditioning maintenance took place this month. The outside sprinkler

system was serviced for the season. The Children's Department is receiving donations for the summer reading program. And the Library received money from the Stop & Shop community bag program. There are no grants available for the loop technology that aids people with cochlear implants. Further research will be required if this is something the Board is interested in pursuing for the Library. The Director publicly announced her resignation and thanked the community and staff for their support during her service to the community. Ms. Maynard officially resigned on May 3, 2024.

Committee Reports:

The building and grounds committee did not meet. The finance committee did not meet. The personnel committee met to review raises. They will meet with an internal candidate for the interim director position.

Mrs. White made a motion to approve *Resolution 2024-05* regarding raises. Second: Mr. Peller. Approved: Unanimously

Old Business:

New Business:

Public:

The Board recognized Mrs. Barbara Muzzio. Mrs. Muzzio spoke as a resident and thanked Ms. Maynard for her years of service to the community. And stated that she will be missed.

The Board recognized Mr. Doug Muzzio. Mr. Muzzio thanked Debbie for her service to the Library. In addition, Mr. Muzzio asked several questions---why are no community members on committees? Why did Christina and Kyle put themselves on the personnel committee? Check the deed to find out who is responsible for the parking lot.

The Board recognized Mrs. Ann Marie Finnen. Mrs. Finnen thanked Debbie for her service. She asked the Board to consider putting a member of the Friends on the committee to hire a new library director.

The Board recognized Mrs. Joyce Forde-Muller. Mrs. Forde-Muller stated that she was a former trustee and she is surprised by the current tone of Library Board Meetings.

The Board recognized Mrs. Kim Quigley. Mrs. Quigley stated concern about changes in policy regarding the selection of books. The Board stated that there are no plans to change the book selection policy.

The Board recognized Mrs. Laura Shamber. Mrs. Shamber encouraged the trustees to attend programs and represent the Library in the way that it deserves to be represented. And requested a display of respect for the community from the Library Trustees at the meeting; in response to an ongoing demonstration of facial expressions by one library trustee, throughout the meeting.

The Board recognized Mrs. Dempsey. Mrs. Dempsey stated that Kanopy is an excellent addition to the library's collection. And mentioned the importance of the Freedom to Read act and to keep this in mind when selecting a new director.

Public session was closed by a motion made by Mrs. White at 7:45.

Closed session was for the purpose of discussing personnel matters and matters subject to the attorney/client privilege.

A motion was made by Mr. Galante to return to public session at 8:16 PM.

Second: Mrs. White. Approved: Unanimously.

Resolution 2024-04: Appointing an interim director was not acknowledged after returning to public session.

Next Board Meeting: June 19, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 8:17PM.

Second: Mr. Galante. Approved: Unanimously.

Respectfully submitted,

Yvette McBain, Secretary

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY

Minutes of the June 19, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:03 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.

Roll Call: Present: Mr. Peller, Mrs. Russell, Mrs. White, and Mrs. Muzzio

Absent: Mrs. McBain, Mr. Galante, Mrs. McShane

Also Present: Ms. Brennan, Ms. Calantone, and Mr. Zucker

An amendment was introduced to add the Executive Session to the agenda.

Minutes: A motion was made by Mrs. White to approve the minutes of the May 15, 2024, Regular Trustees meeting.

Second: Mr. Peller. Approved unanimously.

A motion was made by Mrs. White to approve the minutes of the June 12, 2024, Special Trustees meeting.

Second: Mrs. Russell. Approved unanimously.

Correspondence: Suggestions were provided by patrons of the library indicating the faucets in the women's bathroom were not functioning.

Bill Sheets: A motion was made by Mr. Peller to approve the operating account checks for June (bills of May 2024) in the amount of \$82,868.48.

Second: Mrs. Russell. Approved unanimously.

Financial Reports: Mrs. Russell had questions on the \$200,000 allocated to Building Fund but held in interfund account, and requested additional information on certain accounts which were over budget and the importance of staying within budget. Ms. Brennan noted that the check was drawn but cannot be cashed due to potential shortage of funds. Ms. Brennan noted a change from Cash Basis to Accrual Basis accounting for 2024 and that next installment of funds is expected end of June/early July.

1. A motion was made by Mr. Peller to approve the Operating Account Financial Reports for May 2024.

Second: Mrs. Russell. Approved: Unanimously.

2. A motion was made by Mr. Peller to approve the Building and Endowment Fund Financial Reports for May 2024.

Second: Mrs. Russell. Approved: Unanimously.

Director's Report: No Directors report. Mrs. White introduced Ms. Susan Calantone, the new interim Director of the Library.

Committee Reports: Building & Grounds Committee – Did not meet – Mrs. Muzzio noted some input received related to the circulation desk.

Personnel & Policy Committee – Will be meeting in July to review applications for Library Director role.

Finance Committee – Did not meet, expects to meet prior to next meeting.

Old Business: No old business

New Business: No new business

Public: The Board recognized Paul Mahler, he introduced himself as President of a local organization, welcomed Ms. Calantone and provided some information on his group, including some handouts approved for distribution by Mrs. White.

The Board recognized Bob Freeman who welcomes Ms. Calantone and asked questions related to building and repairs, and asked if a member of the public would be considered for the hiring committee. Ms. Calantone and Mr. Zucker both noted that the public is not involved in the process.

The Board recognized Dayna Witzak who expressed concern about Ms. Maynard's resignation as well as confusion related to the Trustee roles and processes.

The Board recognized Margaret Mack, a resident of Cedar Crest, expressed concern related to a vague petition being circulated.

Mrs. Muzzio asked Mr. Zucker about a letter to the town regarding the parking lot, Mr. Zucker noted he was in process of setting a meeting.

The Board recognized Elaine Bagarella who asked about the availability of Agenda/Minutes on the Library website and asked about process of selection committee. Mrs. White provided a full explanation of the process.

The Board recognized Sandy LaPorta who welcomes Ms. Calantone and was also confused on the trustee selection process. Ms. Calantone provided additional context on the process.

The Board recognized Doug Muzzio who spoke in support of some of the prior statements to the Board.

Executive Session: A motion was made by Mrs. White to enter Executive Session to discuss matters of attorney client privilege at 7:36pm.

Second: Mrs. Russell. Approved: Unanimously.

Mrs. White made a motion to return to public session

Second: Mr. Peller. Approved: Unanimously.

Next Board Meeting: July 17, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 8:34 PM.

Second: Mr. Peller. Approved: Unanimously.

Respectfully submitted,

Jason Peller

Jason Peller, Library Board Trustee

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY

Minutes of the July 17, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:01 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.

Roll Call: Present: Mr. Peller, Mr. Galante, Mrs. White, Mrs. McBain and Mrs. McShane

Absent: Mrs. Muzzio and Mrs. Russell

Minutes: A motion was made by Mrs. White to approve the minutes of the June 19, 2024, Regular Trustees meeting.

Second: Mr. Peller. Approved unanimously.

Correspondence: A request was made for more music CDs.

Bill Sheets: A motion was made by Mr. Galante to approve the operating account checks for July 2024 (bills of June 2024) in the amount of \$96,134.46.

Second: Mrs. White. Approved Unanimously.

There were no Building and Endowment Checks

Financial Reports: A motion was made by Mr. Galante to approve the Operating Account Financial Reports June 2024.

Second: Mrs. Peller. Approved: Unanimously

2. A motion was made by Mr. Galante to approve the Building and Endowment Reports for June 2024.

Second: Mrs. Peller. Approved: Unanimously

Director's Report: A Pequannock Emergency Contact form for Employees was introduced. A policy for the Community Lending Center is being developed. At this time the Community Lending Center has 38 items. Ideas for interior library design with a focus on the Circulation Desk are being discussed.

Committee Reports: Building & Grounds Committee – Did not meet

Personnel & Policy Committee – Interviews are scheduled for Library Director. Development of an employee handbook discussed.
Financial Committee- Auditors progress ongoing.

Old Business: Parking Lot- Township agreed to pay 2/3 of parking lot cost.

New Business: Community Lending Center (CLC) will be in service.

A motion was made by Christina White for Resolution 2024-06- Resolution Authorizing the Payment of Reasonable and Customary Bills During the August 2024 Recess.

Second: Mrs. Peller. Approved: Unanimously

Public Comments:

Nancy Reich- Read prepared statement

Joyce Forde-Muller Continued Reading statement

Dana Witzak-Discussed term limits-Town Council reference- Parking Lot should be paid for 100% by Town

Ada- Bathroom condition complaint

Paul Mahler- Continued reading prepared statement

Sandy LaCorte- Discussed Parking Lot safety and redesign. Requested an increase in number of evening programs to give working adults a chance to attend.

Elaine Baccarelli commented about Friends of the Library

Robert Friedman commented on the Community Lending Center

Laura Shamber-Compared library interviews to Public School BOE Interviews

Meghan Dempsey- Referenced Library Trustees' Bylaws

Douglas Zucker – commented that in normally the public nor Friends of the Library participate in the hiring process of a new Library Director since it is the Board of Trustees responsibility

Next Board Meeting: September 18, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 7:36 PM.

Second: Mr. Peller. Approved: Unanimously.

Respectfully submitted,
Yvette McBain,
Library Board Trustee

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY

Minutes of the September 18, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:02 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.

Roll Call: Present: Mrs. White, Mrs. McBain, Mrs. McShane, Mrs. Muzzio and Mrs. Russell

Absent: Mr. Peller and Mr. Galante

Minutes: A motion was made by Mrs. White to approve the minutes of the July 17, 2024, Regular Trustees meeting.

Second: Mrs. McBain

Approved: Mrs. White, Mrs. Russell, Mrs. McBain, Mrs. McShane

Abstain: Mrs. Muzio

A motion was made by Mrs. White to approve the minutes of the August 12, 2024, Special Trustees meeting.

Second: Mrs. Russell

Approved: Mrs. White, Mrs. Russell, Mrs. McBain, Mrs. McShane

Abstain: Mrs. Muzio

Correspondence: None from the Library Director; Barbara Muzio made an individual statement.

Public Comment: Ed Hoffman asked about the library's policy of programming and vendors;
Paul Mahler made a statement to the Board;
Anita Daniel made a statement to the Board;
Mark Schmermund made a statement to the Board.

Bill Sheets:

1. A motion was made by Mrs. White to approve the Operating Account checks for August, 2024 (Bills of July 2024) in the amount of \$71,924.49.

Second: Mrs. Russell. Approved Unanimously.

2. A motion was made by Mrs. White to approve the Building and Endowment Checks for September 2024 (Bills of August 2024) in the amount of 94,974.63.

Second: Mrs. McShane Approved: Unanimously

Financial Sheets:

1. A motion was made by Mrs. White to approve the Operating Account

Financial Reports for: July 2024.

Second: Mrs. Muzio Approved: Unanimously

2. A motion was made by Mrs. White to approve the Building and Endowment Reports for July 2024.

Second: Mrs. Muzio. Approved: Unanimously

3. A motion was made by Mrs. White to approve the Operating Account Financial Reports for: August 2024.

Second: Mrs. McShane Approved: Unanimously

4. A motion was made by Mrs. White to approve the Building and Endowment Reports for August 2024.

Second: Mrs. Muzio. Approved: Unanimously

Director's Report: New Library Director, Jean M. Moroz was introduced.

Committee Reports:

Building & Grounds Committee: Committee will follow up with Mr. Cutillo to discuss renovations including the

1. Circulation desk
2. Restrooms

Personnel and Policy Committee- Did Not Meet

Finance Committee- Did Not Meet

New Business: Consideration of Shared Services Agreement with the Township

Consideration of Resolution 2024-07 Approving the Shared Services Agreement:
(Resolutions Tabled until changes can be approved by the Township)

Executive Session: Confidential Discussion with Library Council Regarding 2023 Audit
(Tabled until October 16, 2024 Meeting)

Next Board Meeting: October 16, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 7:55 PM.

Second: Mrs. Russell. Approved: Unanimously.

Respectfully submitted,
Yvette McBain,
Library Board Trustee

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY

Minutes of the October 16, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:00 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.

Roll Call: Present: Mrs. Muzzio, Mrs. McShane, Mr. Peller, Mrs. Russell, and Mrs. White

Absent: Mrs. McBain, Mr. Galante,

Also Present: Ms. Brennan, Ms. Moroz, and Ms. Canaie (Weiner Law Group)

Minutes: A motion was made by Mrs. White to approve the minutes of the September 18, 2024, Regular Trustees meeting.

Second: Ms. Russell. Approved unanimously.

Correspondence: No Correspondence

Ms. Muzio exercised a Point of Personal Privilege noting a difference of opinion on discussions related to the Statement from Board of Trustees. Barbara provided communication from Ms. Calantone as well as communication to the Weiner Law Group.

Ms. Canaie, an attorney from the Weiner Law Group, was provided with copies of the communication and noted issues regarding the public dissemination of information occurring within the Executive Session.

Public: Mr. Paul Mahler made a statement in support of Ms. Muzzio.

Ms. Dayna Witzak made a statement requesting the meeting attendees to refrain from name-calling and also noting she had not yet met the Director.

Mr. Ed Hoffman asked a question pertaining to the subjects appropriate for Executive session, Ms. Canaie responded advising the subjects which fall into Executive.

Bill Sheets: A motion was made by Mr. Peller to approve the operating account checks for September 2024 in the amount of \$89,129.15.

Second: Mrs. Russell. Approved unanimously.

Financial Reports: 1. A motion was made by Mr. Peller to approve the Operating Account Financial Reports for September 2024.

Second: Mrs. Russell. Approved: Unanimously.

2. A motion was made by Mr. Peller to approve the Building and Endowment Fund Financial Reports for September 2024.

Second: Mrs. Russell. Approved: Unanimously.

Director's Report: Ms. Moroz reviewed the Directors report including the various new programs being implemented within the Library

Committee Reports: Building & Grounds Committee met on October 8th and met with Glenn Goble of Creative Library Concepts to discuss circulation desk.

Personnel & Policy Committee – Did not meet

Finance Committee – Did not meet, is working to set up a meeting to review 2023 audit.

Old Business: Shared Services Agreement will be reviewed at the October 26th Council Meeting

Ms. Moroz met with Jim Cutillo to work on advancing the library renovation projects

New Business: No new business

Next Board Meeting: November 20, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 7:32 PM.

Second: Ms. Russell. Approved: Unanimously.

Respectfully submitted,

Jason Peller

Jason Peller, Library Board Trustee

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY

Minutes of November 20, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:01 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.

Roll Call: Present: Mrs. McShane, Mrs. Muzzio, Mrs. McBain, Mr. Peller and Mrs. White

Absent: Mr. Galante and Mrs. Russell

Minutes: A motion was made by Mrs. White to approve the minutes of the October 16, 2024, Regular Trustees meeting.

Second: Mr. Peller Approved unanimously

Public: Ms. Karen Randolph made a statement requesting unlocking of back door for Poll Workers.

Ms. Meghan Dempsey made a statement thanking the library for their quick action with the Lending Center.

Mr. Ed Bartalucci made a request for the Public Comments to be moved to the end of the Library Board of Trustees Meeting.

Ms. Sandy LaCorte made a statement supporting the request for Public Comments to be held at the end of the meeting.

Ms. Kim Quigley made a statement requesting two areas on the agenda for Public Comments.

Correspondence: Ms. Moroz received correspondence requesting the ability to reserve more than one item at a time at the Lending Center. A change was made to allow up to three items and this change will be evaluated in three months.

Bill Sheets:

1. A motion was made by Mrs. White to approve the Operating Account checks for October 2024 in the amount of \$74,114.24.

Second: Mrs. McShane. Approved Unanimously.

Financial Sheets:

1. A motion was made by Mr. Peller to approve the Operating Account Financial Reports for: October 2024.

Second: Mrs. White Approved: Unanimously

2. A motion was made by Mr. Peller to approve the Building and Endowment Reports for October 2024.

Second: Mrs. White. Approved: Unanimously

Director's Report: Ms. Moroz reviewed the Directors Report and brought to the Board
Consideration of the 2025 Calendar for Board of Trustees Meeting.
Mrs. White brought forward motion for 2025 Calendar for Board Meetings
Second: Mr. Peller Approved: Unanimously

Consideration of the 2025 Holiday Closing Calendar.
Mrs. White brought forward motion for 2025 Holiday Closing Calendar
Second: Mr. Peller Approved: Unanimously

Consideration of the Proposed Refresh of Library's Logo
Mrs. White brought forward motion for a Proposed Refresh of Library's Logo
Second: Mrs. McBain Approved: Unanimously

Consideration of the Proposed Library Budget for 2025
Mrs. White brought forward motion approving Proposed Library Budget 2025
Second: Mr. Peller Approved: Unanimously

Committee Reports:

Building & Grounds Committee: Ms. Moroz gave Renovations Update
Personnel and Policy Committee- Did Not Meet
Finance Committee- Mr. Peller gave his report of the review of the past audit.

Old Business: Mrs. White made a motion to approve the Resolution for a Shared Services
Agreement with the Township
Second: Mr. Peller Approved: Unanimously

New Business: Consideration of Resolution 2024-08 Invalidating a Prior Authorization to
Transfer 2023 Funds (Resolution tabled)

Discussion held regarding Library board of Trustees Code of Ethics
Mrs. White put forward a motion to approve Resolution 2024-09 Code of
Ethics for the Library Board of Trustees

Second: Mrs. McShane Approved: Unanimously with one amendment

Next Board Meeting: December 11, 2024 at 7:00 p.m.

Adjournment: A motion was made by Mrs. White to adjourn at 8:27 PM.
Second: Mrs. Russell. Approved: Unanimously.

Respectfully submitted,

Yvette McBain,
Library Board Trustee

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY
Minutes of the December 11, 2024 Regular Trustees Meeting

Mrs. White called the meeting to order at 7:00 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.

Roll Call: Present: Mrs. McShane, Mrs. Muzzio, Mrs. McBain, Mr. Peller, Mrs. White and Mrs. Russell
Absent: Mr. Galante

Minutes: A motion was made by Mrs. White to approve the minutes of the November 20, Regular Trustees meeting.
Second: Mrs. Russell Approved unanimously

Public: Mrs. Muzzio read Freedom to Read Act signed into law by Governor Murphy.

Mr Paul Mahler read a statement to honor Barbara Muzzio's service and dedication over the years as a Library Board of Trustee.

Debbie Maynard thanks Barbara Muzzio for years of service to the library and presents Mrs. Muzzio with flowers.

Dayna Witzak read a statement that a Library Board shouldn't have political bias.

Correspondence: Ms. Moroz received correspondence requesting that the library block off the parking lot when students get out of school.

Bill Sheets:

1. A motion was made by Mr. Peller to approve the Operating Account checks for November 2024 in the amount of \$65,560.48.

Second: Mrs. Russell Approved Unanimously.

Financial Sheets:

1. A motion was made by Mr. Peller to approve the Operating Account Financial Reports for: November 2024.

Second: Mrs. Russell Approved: Unanimously

2. A motion was made by Mr. Peller to approve the Building and Endowment Reports for November 2024.

Second: Mrs. White. Approved: Unanimously

Director's Report: Ms. Moroz reviewed the Directors Report and requested approval to paint